Request for Replacement Award
(Certificate/Testamur)

Instructions and Conditions

- A Statutory Declaration (outlining the reasons for loss or destruction of the original certificate) MUST accompany this form. The Statutory Declaration is to be certified by a Justice of the Peace or Commissioner of Declarations. If applying overseas, Australian law defines a statutory declaration as a written statement declared to be true in the presence of an authorised witness.
- Payment must accompany application. A replacement certificate costs $50 (see below for additional mailing costs)
- Payment can be made in person at a Student Centre on campus; or by mail with credit card, cheque or money order.
- For certificates to be collected by a third party, the applicant must provide written authorisation. Applicants and authorised third parties must provide photographic identification at the time of collection.
- Applications take a minimum of 10 working days to process. In July and December applications will take up to 15 working days.

Personal Details

Title (Mr/Mrs/Ms/Miss/Dr): .................................................................
Given Names: ..............................................................................
Family Name: ..............................................................................
Address: ..............................................................................
Date of Birth: ..............................................................................
Email: ......................................................................................
Phone: ......................................................................................
Mobile: ......................................................................................
Student Number: ........................................................................
State: ......................................................................................
Postcode: .....................................................................................

Award Request Details

Please indicate the degree or degrees that are to be replaced (eg Bachelor of Arts, Doctor of Philosophy etc)
Degree 1: ..............................................................
Honours/field of study: ..........................................
Year received: ..............................................................

Degree 2: ..................................................
Honours/field of study: ..........................................
Year received: ..............................................................

Please select collection method:  
- □ Ordinary Mail  
- □ Collect from Student Centre  
- □ Domestic Express Post $6  
- □ Registered Mail $10  
- □ International Express Post $20  
- □ EMS International Courier $35

Reason for Request

- □ Lost, stolen or destroyed
- □ Damaged – original award certificate must be surrendered
- □ Change of Name – Original documentary evidence or a copy certified as a true copy must be attached (ie Passport, Birth certificate, Deed Poll, Marriage certificate, Decree Nisi) and original award certificate must be surrendered.

Signature

Signature................................................................. Date........................................

Payment Details

- □ Cash  - □ Cheque/Money order made payable to The University of Queensland  - □ Credit Card

- □ Visa  - □ MasterCard

Card number: .................................................................
Expiry Date: □□/□□
Card holders name: .............................................................

Authorisation for use of credit card if cardholder is not person named

I hereby authorise ..............................................................................
to use my credit card for payments to the University of Queensland

Cardholder’s signature................................................................. Date........................................
Commonwealth of Australia

STATUTORY DECLARATION

Statutory Declarations Act 1959

1. Insert the name, address and occupation of person making the declaration

2. Set out matter declared to in numbered paragraphs

I,  

make the following declaration under the Statutory Declarations Act 1959:

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3. Signature of person making the declaration

4. Place
5. Day
6. Month and year

Declared at on of 

Before me,

7. Signature of person before whom the declaration is made (see over)

8. Full name, qualification and address of person before whom the declaration is made (in printed letters)

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution