

Replacement Certificate Application



Please fill in this form and send to Primary ITO if you require a reprint of your previously issued certificate.

Note: Each certificate reprint incurs a cost of \$35.00 which includes GST and postage and handling fee.

1. Learner details

(full legal name as it appears on your birth certificate or passport)

First name

Middle name/s

Surname

National Student Number (NSN)

Date of birth (dd/mm/yyyy)

2. Contact and delivery details

Mobile

Work phone

Home phone

Email

Preferred contact method

Email Text Mobile Work Home Any

Address

This is where your certificate will be sent to. This must be a valid address for postal or courier delivery in NZ only.

(include number, street, suburb, city/town, postcode)

3. Your Certificate Replacement Details

Enter details for the certificate reprint. Formal Qualification details should be sourced from your NZQA Record of Achievement and a copy of your NZQA Record of Achievement must be attached to this application.

National Certificate in:

New Zealand Certificate in:

New Zealand Apprenticeship in:

Supplementary or Limited Credit Programme in:

National Diploma in:

New Zealand Diploma in:

Micro-credential in:

Other/Non Formal Programme in:

4. Payment

Number of Certificates

x \$35 (incl GST and P&H) Per Certificate

Total Payment to be invoiced

On receipt of the completed form, Primary ITO will generate an invoice to the learner which will specify the total fee and ways to pay. **Certificates will not be issued until payment is received.**

5. Terms & Conditions – Fees

- Replacement Certificate will only be issued if the completion record is showing against your training record in the Primary ITO Trainee Management System and for Qualifications also on your NZQA record of achievement.
- Certificates will only be issued in your full Legal Name as registered at NZQA
- Replacement Certificates can only be requested by the certificate owner
- If Primary ITO did not issue your original certificate, we cannot complete your application. (Primary ITO includes previous standalone ITOs that are now under Primary ITO; these are Horticulture ITO, Agriculture ITO and NZITO)
- Payment Details:
 - Payment cannot be accepted in cash
 - Payment must be processed prior to replacement certificate being issued
- Replacement Certificate orders will take 15-20 working days to be distributed to delivery address.
- **Once payment is received replacement certificate will be ordered**

6. Checklist

Before sending this application form away please check you have included all required information:

Form is completed accurately and in full – including payment details

Delivery Address provided is eligible for postal or courier deliveries

For Qualification Certificates a copy of NZQA Record of Achievement is attached

Send completed form and supporting documentation to:

Email resultsp@primaryito.ac.nz

By post Primary ITO, Certificate Replacement, PO Box 10-383, The Terrace, Wellington 6143