Application to Re-issue AIM Certificate

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| **Instructions:** | Complete this form, attach certified Proof of Identity and post it your nearest AIM office (details below). AIM will contact you after receipt of this application to arrange payment. Payment is required before the certificate is re-issued. |

**Personal Details**

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| Title:  | First Name:  | Family Name:  | Date of Birth:  |
| Unique Student Identifier (if known):  | Email:  | Contact phone number:  |
| Postal Address (where you want your certificate sent):  |

**Previous Enrolment Details**

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| **What did you study with AIM?** (Qualification name if known otherwise please describe the subjects/courses you studied) |  |
| **When did you study with AIM?**(year or date range) |  |
| **When was your certificate issued to you?**(date or month/year) |  |
| **What name appeared on your certificate?** |  |
| **Has your name changed since the certificate was issued?** (provide details) |  |
| **What organisation were you working for at the time your certificate was issued?** |  |
| **Is there any other information that may assist AIM locate your records?** |  |

**Certificate Re-issue Pricing**

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| [ ]  | **Statement of Attainment** | For partial completion of a qualification | $33.00 |
| [ ]  | **Qualification** | For completion of all the requirements of a qualification | $55.00 |

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| **Proof of Identity**A certified copy of one of the following is acceptable:* Valid passport
* Driver licence
* Birth certificate or extract of a birth certificate

If your family name has changed since your certificate was issued, you will need to supply additional information as proof of your identity, e.g. a marriage certificate or name change certificate.Copies must be certified by a Justice of the Peace or a Commissioner for Declarations |
| **Payment** For your privacy and security, AIM will call you to process credit card or direct debit payments via telephone after receiving this application. . |
| **Where to send your application** |
| **By email to:** studentsupport@aim.com.au  |
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