

# Replacement Testamur Application Form



*The cost of having your replacement testamur issued is \$30.00.  
A Replacement testamur cannot be issued without the relevant supporting documentation & Statutory Declaration form completed.*

## 1. Student Details

Student Number	
Title	
First Name	
Middle Name	
Last Name	
Date of Birth	
Email	
Contact Number	
Postal Address	

## 2. Testamur Details

Full title of your award course	
Graduation Date	

## 3. Reason for Replacement

Please select the reason you need a replacement Testamur:

Original Testamur has been lost or stolen  
Please complete the Statutory Declaration on page 3 of this form

Original Testamur has been damaged  
Please return your original testamur with this form and complete the Statutory Declaration on page 3 of this form

Change of Name  
Please provide certified copies of proof of your change of name and return your original Testamur with this form, and complete the Statutory Declaration on page 3 of this form

As an authorised policy at all educational colleges and universities: official Testamurs and other qualifications cannot be issued more than once unless the graduate has provided the college with a Statutory Declaration.

Your Statutory Declaration must include the following information:

- Specific details about the reason for requiring a replacement Testamur e.g. Lost, stolen, change of name
- Your full name and address
- Your award details, including the name of your award and conferment date
- If your Testamur has been lost or stolen you must agree that in the event your original Testamur is found/returned to you, that you will return it to the Australian College of Applied Psychology within seven days
- Certification by one of the persons listed on page 4 of this form

For more information about how to complete a Statutory Declaration please visit the Australian Government website at: <http://www.ag.gov.au/statdec>

#### 4. Payment Details

The cost of having your Testamur replaced is \$30.00. Please select your payment method:

Total Cost								
Please indicate your payment below:	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Bank Cheque		
	<input type="checkbox"/>	Cash	<input type="checkbox"/>	EFTPOS	<input type="checkbox"/>	Direct Deposit	<input type="checkbox"/>	Money Order

For credit card payments, please provide your details below:

Type of Credit Card:

<input type="checkbox"/>	Visa	<input type="checkbox"/>	Master Card	<input type="checkbox"/>	Other (please specify)	<input type="text"/>
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Card Holder name	<input type="text"/>
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Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	Amount:	<input type="text"/>	\$	<input type="text"/>
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X

Date:

[\(Sign here\)](#)

If paying by cheque, bank cheque or money order, please attach it securely to this form. Credit Card and Direct Deposit details are below.  
Cash and EFTPOS payments will only be accepted if you lodge this form in person at Student Administration.  
Do not attach cash to this form.

Direct Deposit payments can be made to our account at Account Name: Australian College of Applied Psychology  
BSB: 036 000  
Account Number: 806586

Reference: When using direct deposit, please ensure you record your full name or student number in the payment description so we may identify your payment.

**Please attach a copy of your payment receipt to this form**

#### 5. Check List

<input type="checkbox"/>	I have completed the Statutory Declaration form on page 3 of this form
<input type="checkbox"/>	I have attached my original Testamur to this form
<input type="checkbox"/>	or
<input type="checkbox"/>	I have not attached my Testamur to this form because it has been lost or stolen
<input type="checkbox"/>	I have paid the \$30.00 fee, or have included my credit card details on page of this form and give permission for the Australian College of Applied Psychology to process my payment of \$30.00

- I declare that the information I have provided on this application is true and correct.
- I am aware that the Australian College of Applied Psychology Student Handbook is available online at [www.acap.edu.au](http://www.acap.edu.au). By signing this form I acknowledge that I have read and understood the policies, procedures and terms set out in the Australian College of Applied Psychology Student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook, as amended from time to time.

X

Date:

[\(Sign here\)](#)

Please scan and email to [statements&graduation@navitas.com](mailto:statements&graduation@navitas.com), post to ACAP Sydney, Locked Bag 11, Strawberry Hills NSW 2012 or return this application to Student Services at your relevant campus.

Commonwealth of Australia  
**STATUTORY DECLARATION**  
*Statutory Declarations Act 1959*

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

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

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*

3

4 *Place*  
5 *Day*  
6 *Month and year*

Declared at <sup>4</sup> \_\_\_\_\_ on <sup>5</sup> \_\_\_\_\_ of <sup>6</sup> \_\_\_\_\_

Before me,

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

7

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

8

*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