

Request for Replacement of Graduation Certificate

- Graduates from Deakin College may apply for a replacement Graduation Certificate if their original Certificate has been lost or stolen, damaged, or if a name change is required.
- There is a replacement fee of \$20.00;
- Submit the completed forms and evidence of payment to Deakin College Reception or by email at deakincollege@deakin.edu.au.

Section 1 – PERSONAL DETAILS

Student ID Number: Date of Birth:

Surname:

Given Names:

Postal Address:

Suburb: State:

Country: Postcode:

Section 2 – REASON FOR REQUEST

- Graduation Certificate is lost, stolen or destroyed
 - If your original Certificate has been lost, stolen or destroyed, you must provide a statutory declaration along with this request form (a statutory declaration is attached to this form). By signing this application you agree that if your original testamur is located you must return it to Deakin College.
- Graduation Certificate is damaged
 - If your original Certificate is damaged, you must submit original Certificate with this form. *No financial penalty will apply.*
- Name change request
 - If you have legally changed your name and require a replacement Certificate, you must provide a certified copy of the necessary support documentation (eg Marriage Certificate, Change of Name Certificate, etc). You must also return your original Certificate along with the request form.



Section 3 – DECLARATION AND AGREEMENT

I declare that the information I have provided to DEAKIN COLLEGE in support of this request is true and correct.

NAME: DATE:

SIGNATURE:



State of Victoria

Statutory Declaration

I,

[full name]

of

[address]

....., do solemnly and sincerely declare that:-

[occupation]

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at

this day of 20

Signature of person making this declaration

[to be signed in front of an authorised witness]

Before me,

.....

Signature of Authorised Witness

.....

Title, Address of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010) (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

Statutory Declarations

What is a statutory declaration?

A statutory declaration is a written statement that a person signs and declares to be true and correct before an authorised witness. By signing it, you agree that the information in it is true, and you can be charged with perjury if the information is false.

Statutory declarations are used for many purposes, including:

- to verify insurance claims
- to prove age
- applying for sick leave or various types of benefits.

To make a statutory declaration, download and complete the statutory declaration form (available in the menu on the right), then have it witnessed by one of the many people authorised to do so. You may also obtain a copy from most court houses and police stations.

Who can witness a statutory declaration?

Under the *Evidence (Miscellaneous Provisions) Act 1958*, there are many people who may witness the signing of a statutory declaration in Victoria:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth

- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Students currently residing in countries that do not have Statutory Declarations in their legal system should prepare a statement that is then witnessed and stamped/sealed by a Public Notary, or Police Officer, Magistrate, Solicitor or Australian Consulate official.

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