

**REQUEST FOR REISSUE OF STATEMENT OF ATTAINMENT FORM**

**Due to Legal Name Change**

**Student Details**

**Full Name (as shown on original certificate):**

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**Date of Birth:**

\_\_\_ / \_\_\_ / \_\_\_\_\_

**USI:**

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**Course / Unit(s) Completed (if known):**

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**Approximate Year of Completion:**

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**New Legal Name Details**

**Full New Legal Name (as shown on ID):**

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**Reason for Name Change**

- Marriage
- Divorce (return to maiden name)
- Legal Change of Name
- Other: \_\_\_\_\_

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**Documents Provided (Certified Copies Required)**

Please tick and attach:

- Photo ID in new legal name (Driver licence / Passport / Proof of age card)
- Marriage Certificate
- Divorce Order
- Change of Name Certificate (Births, Deaths & Marriages)

⚠ Both photo ID **and** a linking legal document must be provided.

**USI Declaration**

I confirm that I have updated my legal name with the **USI Registry** and that my USI record matches my new legal name.

- Yes  
 No (I understand my certificate cannot be reissued until this is updated)
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**Fee Acknowledgement**

I understand there is a **\$30 (inc GST)** fee for the reissue of certification documentation.

- I agree to pay the reissue fee
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**Delivery Method**

- Email (PDF copy)

Email address: \_\_\_\_\_

**Student Declaration**

I declare that the information provided in this form is true and correct and that the attached documents are certified copies of original legal documents. I will email my completed form to [hello@zealifi.com.au](mailto:hello@zealifi.com.au).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**OFFICE USE ONLY**

**Documents certified and verified:**  Yes  No

**Link between old and new name confirmed:**  Yes  No

**USI name matches new legal name:**  Yes  No

**Fee received:**  Yes  No

**Processed by:** \_\_\_\_\_

**Date processed:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**New statement of attainment issued:**  Yes  No

**Date issued:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**EMT note added:**  Yes  No