NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

APPLICATION FOR ISSUE OF A CERTIFIED STATEMENT

SECTION A

To be completed by all applicants

_____
(Full name in BLOCK LETTERS)

Address: _____

_____

_____

Day-time phone number: (_____) _____

SECTION B

Complete if you qualified for a Trade Certificate but did not apply for a certificate. You must fully document your claim by providing photocopies of your:

. **Certificate of Due Completion of Apprenticeship**

. **Trade Certificate examination result notices**

. **Trade Certificate practical result notices (if applicable)**

. Documentation of industry specific requirements, eg. Electrical Registration. Some prescriptions require a Certificate of Practical Attainment to be completed.

I believe that I qualify for a Trade Certificate in:

I enclose documentary evidence of completing an apprenticeship and photocopies of my examination results. Please issue a certified statement confirming my achievement. I enclose payment of $25.00.

THIS FORM MUST BE SIGNED AND DATED BY THE ABOVE NAMED APPLICANT

Applicant 's Signature: _____ Date: _____

SECTION C Method of Payment

☐ **Cheque** ☐ **Visa** ☐ **MasterCard**

Card Account number **Expiry date**

Cardholder's Signature **Cardholder's Name (please print)**

Please complete and return with appropriate fee to:

Tertiary Records
New Zealand Qualifications Authority
PO Box 160
WELLINGTON
FAX: 04 463 3107