



OFFICE USE ONLY:

Date received:.....
Time received at counter:.....
Fee:.....Inv / Auth No:
Date to counter / posted:.....

Application for Replacement Examination Results

PERSONAL DETAILS (Note: Certified proof of identity must be supplied. Refer to explanatory notes on page 2.)

Mr Mrs Ms Miss Other

SURNAME:.....GIVEN NAMES:

SURNAME AT TIME OF EXAMINATION (if different from current surname)

ADDRESS :.....

.....POSTCODE: STATE:

DATE OF BIRTH: HOME PHONE: WORK PHONE:

MOBILE NUMBER: EMAIL ADDRESS:

CERTIFICATE(S) REQUESTED

YEAR(S) OF EXAMS: SCHOOL(S) ATTENDED:

Intermediate Certificate (1912 to 1966) Leaving Certificate (1913 to 1966) School Certificate (1965 onwards)

Year 11 Statement of Courses (1988 onwards) Higher School Certificate (1967 onwards)

Tertiary Entrance Score (TES) (issued 1988 to 1989) / Tertiary Entrance Rank (TER) (issued 1990 to 1996) **only**

Do you require the certificate(s) to be certified as true copies? Yes No **(Certified copies are generally only required for DFAT and universities overseas)** (See explanatory notes on page 2.)

SERVICE REQUIRED

Ordinary **(Search Fee: \$36.00 per certificate requested or \$20.00 per statement if TES / TER only).**

Priority **(Search Fee: \$51.00 per certificate requested or \$34.00 per statement if TES / TER only).**

METHOD OF DELIVERY

Collect at counter Normal post Express Post **\$5.50** International Express Post **\$17.00**

PAYMENT DETAILS

Money Order attached Bank Cheque attached Cash (counter only) EFTPOS Visa Mastercard

Card number: ___/___/___/___ Expiry date: ___/___ . Amount to be debited _____

Cardholder's name: Cardholder's signature:

DECLARATION: I certify that I am the person named in the certificate(s) requested. I have enclosed a certified* copy of one of the following: MY DRIVER'S LICENCE, PASSPORT, PROOF OF AGE CARD or BIRTH CERTIFICATE. (Replacement certificates will be posted only to the person named on the certificate. A relative or other person collecting the certificate from the Board's office must have a letter of authority signed by the person named on the certificate.)

Signature of applicant: **Date of this application:**

LODGING THE APPLICATION

In Person: Office of the Board of Studies Cashier, Level 5, 117 Clarence Street, Sydney. Office hours: 8.30 am to 4.30 pm Monday to Friday. **By mail:** Certificates Officer, Office of the Board of Studies, GPO Box 5300, SYDNEY 2001

INQUIRIES: Telephone (02) 9367 8111 or email: replacement@boardofstudies.nsw.edu.au

** Please read the explanatory notes on page 2 before lodging this application.*

Replacement Examination Results – EXPLANATORY NOTES

PERSONAL DETAILS

Proof of identity must be included with your application. If lodging by mail, you must include a **certified** copy of one of the following documents: current passport, current driver's licence, current proof of age card or birth certificate. A certified copy is a photocopy that has been compared with the original and endorsed as a true copy by a Justice of the Peace or a public officer such as a police officer. The Justice of the Peace must include their Justice of the Peace identification number and signature on the copy. A public officer must include their full name, position title and signature on the copy. For people living outside Australia, certification must be made by an Australian Embassy, a Notary, or an office of the British Council. If lodging the form in person a copy of your proof of identity will be taken at the counter.

Surname at time of examination (if different from current surname)

Where a certified copy of a passport, birth certificate, proof of age card or driver's licence is provided and the name is different from that at the time of the examination, a certified copy of a marriage certificate(s) or other legal document(s) showing the name change(s) must be provided.

CERTIFICATE(S) REQUESTED

TES / TER

The Higher School Certificate includes the Tertiary Entrance Score (TES) / Tertiary Entrance Rank (TER) from 1988 to 1996. If you do not need your HSC but need the TES / TER only, tick that option only. For copies of your **UAI / TER** in 1986 or 1987 or from 1997 onwards, you will need to contact the University Admissions Centre on telephone (02) 9752 0200.

School Reports

The Office of the Board of Studies does not hold, and cannot replace, school reports or Year 9 records.

Vocational certificates / Statements of Attainment

Replacement certificates also include any vocational certificate and/or Statement of Attainment showing competencies completed, if the course was completed through the NSW school system. If the course was studied through TAFE or private provider, those organisations are responsible for the reissue of vocational certificates.

Certifying replacement certificates as true copies

Replacement certificates are often used for employment or further education overseas. The Department of Foreign Affairs and Trade (DFAT) can authenticate signatures of public documents where this is required by a foreign consulate as part of the process for validating documents for use overseas. The documents must first be certified as a true copy by an authorised officer of the issuing authority. For more information on this procedure, contact the Department of Foreign Affairs and Trade.

Multiple copies of certificates

Applicants applying for study at a university overseas often need a copy of their certificate for each university application. The Board can post certificates directly to those universities or a clearing house if requested. For information on completion of the application and charges for additional copies of certificates, please contact the Board of Studies on (02) 9367 8111 and ask to speak to the Certificates Officer.

ACT schools

If you attended a school in the Australian Capital Territory up to and including 1975 for School Certificate or 1977 for Higher School Certificate, the replacement is issued by the NSW Board of Studies. Replacement certificates after these years are issued by ACT Board of Senior Secondary Studies, with the exception of Canberra Grammar School which still participates in the NSW Higher School Certificate.

SERVICE REQUIRED

For ordinary service allow 7–10 working days. For priority service the application will be processed within 24 hours of receipt and is available for collection or posting after that time. **Note:** These are application processing times only. Return mail delivery time is not included.

METHOD OF DELIVERY

If certificate(s) are to be collected at the counter, you will be advised when they are available for collection. Normal post delivery is included in the search fee charges. If you request return post by express post or international express post, please add the relevant amount printed beside those options to your total payment for certificates requested. Note: You may provide your own return express post envelope or a two-way express post envelope. If you do provide your own, the dimension of the envelope must be B4 size (250 mm x 353 mm).

PAYMENT DETAILS

Personal cheques cannot be accepted. Do not send cash by post. Money Order or Bank Cheque is to be made payable to 'Office of the Board of Studies'.

LODGING THE APPLICATION

You can only apply for replacement certificate(s) by mail or in person. Applications cannot be made by fax or online because original, certified documents must be provided. If you are lodging an application at the counter on behalf of another person, you will need to provide a letter of authority to act on that person's behalf, and proof of your identity in addition to the applicant's documents.