**REQUEST FOR A REPLACEMENT TESTAMUR (PARCHMENT)**

ORIGINAL FORMS MUST BE RETURNED

To request a replacement testamur the University requires you to submit a Statutory Declaration stating that the degree has been lost, stolen or destroyed and that you require a replacement. The Statutory Declaration needs to be witnessed by a Justice of the Peace or other public notary. A Statutory Declaration and list of suitable witnesses can be found attached to the application form.

If you require a name change or your name appears incorrectly on your original testamur you must contact Flinders Connect to update your name before submitting your request. If the original testamur is still in possession, this must be surrendered with the application.

This application should be returned to Graduation Services via mail or in person to Flinders Connect (Student Hub, Level 0 Central Library building, Bedford Park campus).

There is a $50 replacement fee. You are able to have your testamur posted (additional postage fees apply) or made available for collection from Flinders Connect. Payment can be made by credit card online via pay.flinders.edu.au or in person by credit card at Flinders Connect. Cheque/money orders are made payable to Flinders University and must be attached to this request.

**STUDENT DETAILS:**

**STUDENT IDENTIFICATION NUMBER DATE OF BIRTH** (DD/MM/YY)

|  |  |
| --- | --- |
|  |  |

**TITLE** (Dr/Mr/Ms/Mrs) **SURNAME/FAMILY NAME GIVEN NAMES**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**NAME TO BE PRINTED ON TESTAMUR**

|  |
| --- |
|  |

**NAME OF CONFERRED DEGREE**

|  |
| --- |
|  |

**DATE DEGREE CONFERRED**

|  |
| --- |
|  |

**TESTAMUR TO BE:** COLLECTED: 🞎 (You will be notified when available)

**NAME OF PERSON COLLECTING TESTAMUR**

|  |
| --- |
|  |

*Photo ID is required to collect the testamur.*

**TESTAMUR TO BE:** MAILED: 🞎 (Provide address below)

***A fee of $15 applies for domestic postage or A$45 for international. Payment can be made at pay.flinders.edu.au***

**MAILING ADDRESS**

|  |
| --- |
|  |
|  | **POST CODE:** |

**CONTACT PHONE NUMBERS**

|  |  |  |
| --- | --- | --- |
| **MOBILE:** | **HOME:** | **WORK:** |

**EMAIL ADDRESS**

|  |
| --- |
| ABN 65 542 596 200, CRICOS No. 00114A |

**PAYMENT DETAILS:**

ONLINE:🞎 IN PERSON:🞎 CHEQUE/MONEY ORDER:🞎 OTHER:🞎 RECEIPT NUMBER:

**STUDENT SIGNATURE: DATE:**

**OFFICE USE ONLY**

Date testamur ordered: ……………….. Date testamur printed: …………………… Payment received: ……………………..

Testamur Collected ⬜ or Posted ⬜ Date: ………………… HPRM ⬜ E-File: ⬜ S2: ⬜

**STATUTORY DECLARATION - REPLACEMENT TESTAMUR**

I (print name)………………………………………………………………………….………………………………….

Student ID number: ……………………………….

of (address) …………………………………………………………………………………………………………….....

………………………………………………………………………………………………………………………………

do hereby solemnly and sincerely declare that the original testamur for the degree of:

……………………………………………………………………………………………………………………

Conferred on: …………………………………….. (Date of Graduation Ceremony).

was Lost 🞎 Destroyed 🞎 Stolen 🞎 Never Received 🞎 and is Not in my Possession.

Circumstances associated with the loss, destruction or stealing of testamur:

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

I make this solemn declaration conscientiously believing the above to be true and by virtue of the provisions of the Oaths Act of 1900-1953 and the Statutory Declarations Act 1959-1966 and subject to the penalties provided by the Statutory Declarations Act for the making of false statements in statutory declarations.

**DECLARED** by the said (signature) ………………………………………………...………………………………..

at (location) ……………………………………………………………………………………………………………...

this ……………………………………………………day of …………………………………………….. 20…....…..

Before me:

**Signature and Official Stamp of**: Justice of the Peace, Solicitor, Commissioner of Declarations, a Notary Public, Court official, representative of the Australian Embassy, High Commission, Consulate or Trade Commission in your country.

**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