

# Application for Replacement Parchment

Please note that if you were awarded your qualification prior to 1990 you will need to contact the New Zealand Qualification Authority (NZQA) directly on 0800 697 296 or +64 (4) 463 3000.

0800 86 46 46  
results@toiohoma.ac.nz  
toiohoma.ac.nz

## 1 Personal details

Family name: First or other names:  
Date of birth: Last year enrolled:  
Person code number: (Student ID) Telephone number:  
Email address:  
Postal address:  
Enrolled name (if enrolled under different name):  
Qualification(s) undertaken:  
Year awarded:

The cost of a parchment (certificate) is NZD \$65.00.

## 2 Explanation

Please explain why you require a replacement parchment, i.e. the original has been damaged, lost, stolen. Please provide any supporting documentation (this includes your damaged parchment if you still have it).

## 3 Statutory declaration

To be completed before a Justice of the Peace, Solicitor or Registrar of the Courts.

I make this declaration conscientiously believing the same to be true and by virtue of the Oaths & Declarations Act 1957.

Applicant's signature: Date:

Witnessed by a Justice of the Peace, Solicitor or Registrar or Deputy Registrar of the Courts: Signature and stamp:

## 4 Identification

Attach a verified copy of your passport or drivers licence to this form.

A 'verified' copy is a photocopy of your original documents, signed as being a true and accurate copy by a Justice of the Peace, Solicitor or Registrar/Deputy Registrar of the Courts.

## 5 Delivery method

Please indicate your preferred delivery method.

I will collect from Toi Ohomai Institute of Technology, main reception at:

Mokoia Campus (Rotorua)

Taupō Campus

Tokoroa Campus

Whakatāne Campus

Windermere Campus (Tauranga)

OR: I would like my parchment delivered, please select one delivery option from below:

Postage	NZD	Tick	OR:	Courier	Delivery time	NZD	Tick
NZ	\$3.00			NZ	1-3 days	\$7.80	
Australia/Pacific	\$5.00			Australia	1-3 days	\$36.50	
Rest of world	\$7.00			South Pacific	2-5 days	\$59.00	
				Asia	2-5 days	\$59.00	
				Nth America, UK, Europe	2-5 days	\$69.00	
				Rest of world	2-5 days	\$69.00	

## 6 Payment required

Parchment \$65.00

Deliver fee (if not collecting) \$ \_\_\_\_\_

Total NZD \$ \_\_\_\_\_

## 7 Payment method

### Credit Card

Please select one:  Visa  Mastercard

Name of card holder: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: mm/yy

Card holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

OR:  **Cheque**

OR:  **Internet Banking**

Toi Ohomai Institute of Technology 03 0435 0470124 00

Particulars: Your person code number    Code: Your surname    Reference: Parchment  
(Student ID number)

## 8 Send your application

Mail your application to: Cashier, Toi Ohomai Institute of Technology, Private Bag 3028, Rotorua 3046

### Office Use Only

Payment received (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Receipt attached: Yes / No

Verified by (name): \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Qualification title to be printed: \_\_\_\_\_ Size of parchment to be printed: \_\_\_\_\_

Original parchment returned? Yes / No \_\_\_\_\_ Duplicate to be watermarked on to replacement parchment? Yes / No

Sent to Copy Centre (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Date to appear on parchment: \_\_\_\_\_

Returned to Academic Services (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Details: \_\_\_\_\_