

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
academicservices@toiohomai.ac.nz
www.toiohomai.ac.nz

1. Personal Details	
Family name:	First or other names:
Date of birth:	Enrolled name (if enrolled under different name):
Person code number (Student ID):	Last year enrolled:
Email address:	Telephone number:
Postal address:	
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 driver's 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.	

