

CLEAR

REQUEST FOR A DIGITAL OR REPLACEMENT TESTAMUR (DEGREE CERTIFICATE)

Do **NOT** sign this form until you are **in front of** a Justice of the Peace or other persons named below.

1. PERSONAL DETAILS

Griffith Identification number:

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Family name:
First name:
Other names:
Date of birth:

PREVIOUS NAME CHANGE OF NAME: If you have changed your name since graduating, you must complete the Change of Personal Details process (see over) **before** you request a replacement testamur.

Title:
Family name:
First name:
Other names:
MAILING ADDRESS (where you would like your replacement testamur to be sent):

 Update my address in the Griffith University system:
Number / street:
Suburb/town:
State:
Postcode:
Country:
Email address:
Daytime phone number:

2. PROGRAM DETAILS

Program title:
Graduation year:

3. TESTAMUR TYPE

 I require a digital testamur only: I require a digital and hard copy testamur: I require a hard copy testamur only:

 Refer to our [Graduation](#) website for more information about purchasing and using a digital testamur.

Digital testamur can only be issued if you return your original hard copy testamur or it been lost.

4. REASON FOR REPLACEMENT

I require a replacement testamur (degree certificate) for the following reason:

 Lost Damaged* Change of name*

* If you require a hard copy replacement testamur because your original has been damaged or you have changed your name, you **must** return your original testamur with this form. If you are returning your original testamur you do not need to complete the Statutory Declaration. Go to Section 6.

5. STATUTORY DECLARATION

I, _____ [insert name] of _____
_____ [insert address], _____ [occupation]
do solemnly and sincerely declare that the details set out in Sections 1, 2 and 4 of this Form are correct and I make this solemn
declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Taken and declared before me at _____ [place], _____ [date]

[signature of authorised witness]

[signature of person making declaration]

[name of witness]

[qualification of witness]

Witness must be a Justice of Peace, Commissioner for Declarations, notary public, lawyer, conveyancer, or other person authorised to administer an oath under the law of a State or the Commonwealth of Australia. If a country other than Australia, an authorised person may include a police officer.

6. METHOD OF PAYMENT

The **cost** to receive a **digital testamur** is: **AUD\$50.00**

The **cost** to replace a **single or double degree including digital copy** is: **AUD\$80.00** (posted within Australia) or **AUD\$115.00** (posted overseas).

The **cost** to replace **two different single degrees including digital copy** is: **AUD\$150.00** (within Australia) or **AUD\$185.00** (overseas). You cannot request multiple copies of the same degree.

Payment is via our online payment gateway, GriffithPay. Please advise your email address so access to GriffithPay can be sent to you.

Email: _____

PRINT

ISSUING OF A REPLACEMENT TESTAMUR

- Multiple copies of the same degree cannot be issued.
- Replacement testamurs are printed on the current testamur paper with the signatures of the current Chancellor and Vice Chancellor. The word 'Replacement' will appear on the replacement document. The word 'Replacement' will appear on a digital testamur for a pre-July 2017 graduate.
- Hard copy replacement testamurs are sent via registered post (within Australia) or express courier (overseas) to the address provided on Page 1 of this form.

DOCUMENTARY EVIDENCE FOR A CHANGE OF NAME

You will need to submit a completed 'Change of Personal Details' form and provide documentary evidence such as a marriage certificate, deed poll, or other legal document stating the change to your name. A University Officer must sight this documentary evidence.

Note: If you have already submitted a 'Change of Personal Details' form to Student Connect, you do not need to submit another with this form.

QUESTIONS

If you have any questions about the replacement testamur process, please 'Ask us' at www.griffith.edu.au/ask-us

LODGING INSTRUCTIONS

Lodge this request form with any required documentary evidence **by mail** to: Graduations Office, Griffith University, Nathan campus, 170 Kessels Rd, Nathan, QLD 4111 or email to replytograduations@griffith.edu.au

Please **allow at least TEN WORKING DAYS** for the processing of this request from the time of receipt.

Requests could take up to **20 WORKING DAYS** to be processed during the peak periods of July, August, December and January.

PROTECTING STUDENT PRIVACY

Griffith University collects stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/privacy-plan or telephone (+61 7) 373 57700 or (+61 7) 555 28811.