

# Application for replacement results or certificate

## COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating an application for replacement results, certificates and/or statements, including processing the payment of relevant application fees. The information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors in the VCAA Student Records and Results Unit for and in connection with the abovementioned purpose and will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is otherwise required or authorised by law to do so. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided, the application cannot proceed. An individual may request access to personal information the VCAA holds about them, if any, and request its correction if inaccurate. To do so, please contact, VCAA Student Records and Results Unit on 9032 1742. The VCAA Privacy Policy can be found at: [www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx](http://www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx).

**Please print clearly and in CAPITAL LETTERS.**

## PERSONAL INFORMATION

**Title**  
(Mr, Mrs, Miss, Ms)

**Surname**  
(Please make sure that you enter your surname as used at the examinations)

**Given names**  
(In full)

**Current Surname**  
(If now different)

**VCAA Student Number**     / **Date of birth**   /   /

**Current Address**   
 **State**  **Postcode**

**Telephone** (  )  **Telephone** (  )   
(business hours) (home)

**Email**

**Year for which a certificate or statement of results is required**

**Name of school attended**

## REPLACEMENT OF RESULTS REQUIRED

Be advised that Results cannot be received electronically.

**Please tick the applicable options.** Fees and charges are exclusive of GST unless stated otherwise.

- |  |  |
|--|--|
| <input type="checkbox"/> Victorian School Intermediate Examination – before 1968 (\$39.30)<br><input type="checkbox"/> Victorian School Leaving Examination – before 1973 (\$39.30)<br><input type="checkbox"/> Victorian Matriculation Examination – before 1970 (\$39.30)<br><input type="checkbox"/> Victorian Higher School Certificate Examination – before 1987 (\$39.30)<br><input type="checkbox"/> VCE Statement of Results – 1987 onwards (\$39.30)<br><input type="checkbox"/> Vocational Education and Training in Schools (VET) Statement of Results – 1997 onwards (\$39.30) | <input type="checkbox"/> Victorian Certificate of Applied Learning (VCAL) Statement of Results – 2002 onwards (\$39.30)<br><input type="checkbox"/> Victorian Certificate of Education (\$30.90). This certificate contains no subject, unit or grade results.<br><input type="checkbox"/> Victorian Certificate of Applied Learning (\$30.90). This certificate contains no subject, unit or grade results.<br><input type="checkbox"/> GAT Statement (\$16.55)<br><input type="checkbox"/> Certified Copy – 2018 Results only (\$16.55) available until 13 September 2019 only<br><input type="checkbox"/> Full replacement set (statement of results/GAT statement) – 2018 Results only (\$39.30) available until 13 September 2019 (No priority available) |
|--|--|

- A 24-hour Processing Priority Service is available. An additional fee of \$27.40 (including GST) applies.  
 Note: Your request will be processed within 24 hours of receipt. Delivery by Australia Post will take longer than 24 hours.
- Normal waiting period is seven working days following return of the application form and payment.

**Please turn over for payment options**

