



OFFICE USE ONLY

Surname at time of exam \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Collect / Post

Time Received: \_\_\_\_\_ Inv/AuthNo: \_\_\_\_\_ Order # \_\_\_\_\_

NSW Education Standards Authority (NESA)

Application for Replacement Examination Results and Certificates

Personal details – please use BLOCK LETTERS:

Form with fields for Current Given Name, Current Family Name, Full name at time of study, Date of Birth, Current postal address, Contact, and School(s) attended.

TICK CERTIFICATE SERVICE REQUIRED Prices correct as at 1 July 2024

Table with 4 columns: Certificate required, Standard (7-10 business days), Priority (Time frame listed accordingly below), Urgent (1 business day). Rows include Year 12 Higher School Certificate, Record of School Achievement, Year 12 Higher School Certificate 1991-2013, etc.

Are you sending your results to an over seas university or DFAT and need a certified copy?  Yes (extra fee of \$11.00 will apply)

Method of delivery:

- Collect at the NESA counter 8.30 am – 4.00 pm
 Ordinary Mail
 Express Post \$10.50 (Australia Only)
 Registered Post International \$30.30 (may take up to 10-15 working days)

Declaration: I certify that I am the person named in the certificate requested. I HAVE ENCLOSED AN ORIGINAL CERTIFIED COPY OF ONE OF THE FOLLOWING: driver licence, passport, proof of age card or birth certificate.

(If a person other than the applicant is lodging or collecting the certificate from NESA office or if a name change is required, additional documents need to be provided. Please contact the office for instructions.) Please read the explanatory notes before lodging this application.

Signature of applicant: \_\_\_\_\_ Date of this application: \_\_\_\_\_

Payment details: Personal cheques cannot be accepted. Do not send cash by post. Money orders and Australian bank cheques are to be made payable to 'NESA' (\$AUD only). See Explanatory Notes on Rebates.

- Money order/Bank cheque attached
 Cash/EFTPOS (only accepted if completing application in person at the NESA counter)
 Credit Card (Payments by credit card will incur a 0.4% surcharge: GST inclusive)
 Visa
 Mastercard

Credit card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Cardholder's signature: \_\_\_\_\_ Amount to be debited: \_\_\_\_\_

## Replacement Examination Results – Explanatory Notes

**Proof of identity within Australia:** If lodging by mail, include an **ORIGINAL CERTIFIED** copy of one of the following documents: current passport, current driver's licence, current proof of age card or birth certificate. **A certified copy is a photocopy that has been compared with the original and endorsed as a true copy by a Justice of the Peace or a public officer such as a police officer.** The Justice of the Peace must include their Justice of the Peace identification number and signature on the copy. A public officer must include their full name, position title, business contact details (eg business card or stamp), signature and date on the copy. It may also be certified by a Pharmacist in Australia; however, the pharmacist must include their full name, signature, date and registration number. Your proof of identity must be included with your application or if lodging the form in person, a copy of your proof of identity will be taken at the counter.

**Proof of identity – overseas applicants:** For people living outside Australia, include an **ORIGINAL NOTARISED** copy of one of the following documents: current passport, current driver licence or birth certificate. A notarised copy is a photocopy that has been compared with the original and endorsed as a true copy. Certification must be made by an Australian Embassy, a Notary, solicitor (with business details provided) or an office of the British Council.

**Previous family name if different at time of examination:** Where a certified copy of a passport, birth certificate, proof of age card or driver licence is provided and the name is different from that at the time of the examination, a certified copy of a marriage certificate(s) or other legal document(s) showing the name change(s) must be provided. For further information regarding change of name, please contact NESA on (02) 9367 8857.

**TES/TER:** The Higher School Certificate includes the Tertiary Entrance Score (TES)/Tertiary Entrance Rank (TER) from 1988 to 1996. If you do not need your HSC but need the TES/TER, tick that option only. For copies of your UAI/ATAR from 1997 onwards, you will need to contact the Universities Admissions Centre on (02) 9752 0200.

**School reports:** NESA does not hold and cannot replace school reports, Year 9 records or statement of attendance.

**Vocational certificates/Statements of attainment:** Replacement certificates also include any vocational certificate and/or Statement of Attainment showing competencies completed if the course was completed through the NSW school system. If the course was studied through TAFE or private provider, those organisations are responsible for reissue of vocational certificates.

**<sup>1</sup>Certifying replacement certificates for Department of Foreign Affairs and Trade authentication:** For people who are applying for overseas universities or intending to travel overseas, documents may need to be certified as true copies to be authenticated by the Department of Foreign Affairs and Trade. Please tick the 'Yes' box if this service is required.

**<sup>1</sup>Multiple copies of certificates:** Applicants applying for study at a university overseas often need a copy of their certificate for each university application. NESA can post certificates directly to those universities or a clearing house if requested. The certificate fee is applied to each copy requested. For information regarding these applications, please contact NESA on (02) 9367 8857.

**ACT Schools:** If you attended a school in the Australian Capital Territory up to and including 1975 for School Certificate or 1977 for Higher School Certificate, the replacement is issued by NESA. Replacement certificates after these years are issued by ACT Board of Senior Secondary Studies, with the exception of Canberra Grammar School.

### Service required:

**Standard service** allow 7–10 business days plus postage. **Priority service** applications for results issued from 1991 onwards will be available after 2 working days (from 48 hours of receipt). Applications for results issued prior to 1991 will be available after 3 working days \* length of processing time may take longer depending on the length of search time required (from 72 hours of receipt). **Urgent Service** is 1 day - is only available for certificates awarded from 1991 onwards. **\*Urgent applications must be emailed to the Replacements Team followed by calling to make payment over the phone. The collection time will be advised at the time of payment.**

**Note: These are application processing times only. Mail delivery times are not included.**

### Method of delivery:

Applicants who lodge an ordinary service application and intend to collect their certificates will be notified when they are ready for collection. The cost of delivery by Ordinary Mail is included in the fees. If you request return post by Express Post/ Registered Post International, please add the relevant amount printed beside those options to your total payment for certificates requested. You may provide your own return express post or a two-way express post envelope. If you do provide your own, the dimension of the envelope must be B4 size (250mm x 353mm). Please refer to Australia Post website for delivery information.

### Payment details:

Cash/EFTPOS can only be accepted in person at the NESA office. Do not send cash by post. Personal cheques cannot be accepted. Australian money orders and Australian bank cheques are to be made payable to 'NESA'. We do not accept overseas money orders or bank cheques. As at 1 July 2012 payments by credit card will incur a 0.4% surcharge (GST inclusive). We do not accept American Express. Payment must be made by either Visa/Mastercard only.

### Rebates:

A rebate of 50 percent on fees and charges may be available upon written request (does not include postage). Certified copies of supporting documents are required:

- for pensioners with Health Benefit Card as well as those with an equivalent income who are under financial hardship
- for non-profit organisations under financial hardship
- special public interest

**Lodging the application:** Applications can be made only by mail, or in person at the NESA office (See **Service required** section for requirements for **Urgent** applications. If a person other than the applicant is lodging the application at our office, they must provide a signed letter of authority from the applicant to act on their behalf and provide an original form of identification from the applicant. If a person is only collecting the certificate on behalf of the applicant from our office, they must provide a signed letter of authority from the applicant to act on their behalf.

**In person:** NESA, Cashier, Level 4, 117 Clarence Street, Sydney - Cashier Hours - Monday to Friday 8.30 am – 4.00 pm

**By mail:** Replacement Certificates, NESA, GPO Box 5300, SYDNEY 2001 (Note: Applications without Certified ID will not be processed) **Inquiries:** Telephone (02) 9367 8857 or email: [replacement@nesa.nsw.edu.au](mailto:replacement@nesa.nsw.edu.au)