



Requesting re-issuance of documentation

If a Statement of Attainment is misplaced or damaged, the learner or past learner may request the re-issue of the misplaced or damaged document by accessing, completing and submitting the [Request for re-issuance of documentation](#).

For privacy reasons, the request must be made by the learner (or past learner) and the original or a certified copy of one of the following identification documents must be sighted by the Director of WDI:

- Driver's licence; or
 - Passport; or
 - Birth Certificate;
- or if the learner (or past learner) doesn't have any of the above, the following will be accepted:
- Naturalisation Certificate (Australian Citizenship); and a Current Green Medicare Card

The following fee applies for the re-issuance of documentation:

Statement of Attainment	\$25
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Certification documentation will usually be issued within 10 calendar days of a complete request being submitted provided:

- payment has been received, and
- entitlement to the documentation has been confirmed - the learner (or past learner) requesting the documentation is the learner (or past learner) to whom the documentation was originally issued.

Mechanisms to reduce fraudulent reproduction

The following measures are in place to reduce fraudulent reproduction of AQF certification documentation issued by WDI:

Documentation includes:	Documentation Statement of Attainment
RTO name	✓
RTO code	✓
RTO logo	✓
Physical signature of authorised person	✓
Printed on other than ordinary white copy paper	✓
Unique 7 digit sequence number	✓

This information has been included here for anyone who may be unsure if they have been presented with authentic certification documentation issued by WDI.

Please contact WDI if, after considering the above information, you have un-resolved doubts about the authenticity of certification documentation presented to you.