

Application for Replacement Documentation

Before you complete the form

You must contact a NTCET project officer using any of the below ways.

Phone: 08 8944 9253

Email: ntcertification.det@education.nt.gov.au

For your application to be accepted, you must provide a **receipt of payment** with this form.

Fields marked with asterisk (*) are mandatory.			
Applicant details			
Legal name*		Date of birth*	
Legal name at school*			
Contact details			
Mobile number*		Home number	
Email address*			
Postal address*			
State*		Post code*	
Students school details			
School(s) attended*			
Highest grade completed*	<i>Example: 12</i>	Did you graduate*	Yes / No
Final year of school*	<i>Example: 2008</i>		

Year 10 results

If you require your Year 10 results, contact an NTCET project officer.

If you attended a non-government school, you will need to contact the school directly for your results.

Year 10 results after 2001 are available at the school you attended.

Required documentation			
Please tick or check ONE box*			Cost
Record of achievement: (Year 11 and year 12 record of achievement and tertiary entrance statement, if applicable)			<input type="checkbox"/> \$30.00
Certificate: (NTCET or NTCE certificate including record of achievement and tertiary entrance statement)			<input type="checkbox"/> \$60.00
For applications made by another person			
<p>Requests for replacement documents can be made only by the person who is named on the document except where the person is overseas or interstate. An application may then be made on behalf of students by another person. The statutory declaration must be completed.</p>			
Requested by		Relationship to applicant	
Signature			
Statutory declaration			
<p>(1) Insert full name and residential address of the person making the declaration (2) Select the reason for requesting new documentation (3) Insert the address/location at where the declaration is being made (4) Insert the date in which you signed the declaration (5) Signature of the person making the declaration</p>			
I ^{(1)*} ,			
do solemnly and sincerely declare that the original document/s have been ^{(2)*} :			
<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
<input type="checkbox"/> Other – Reason:			
And I make this solemn declaration by virtue of the Oaths Act and conscientiously believe the statements contained in this declaration to be true in every detail.			
Declared at ^{(3)*}		Date ^{(4)*}	
Signature ^{(5)*}			

Witness details

The witness must be over the age of 18

(6) Insert the full name of the witness before whom the declaration is made

(7) Insert the telephone number of the witness before whom the declaration is made

(8) Insert the email of the witness before whom the declaration is made

(9) Signature of the witness before whom the declaration is made

Witness full name ^{(6)*}	
Witness telephone number ^{(7)*}	
Witness email ^{(8)*}	
Signature ^{(9)*}	

Note: A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2,000 or imprisonment for 12 months, or both.

Payment options

Choose any of the below options to pay.

National Australia Bank Branch (or use internet banking)

BSB: 085-461

Account Number: 351610000

Account Name: RECO DARWIN

Reference: ARD – your surname

Receiver of Territory Monies (RTM)

Cheque/cash deposited to account code 350110-166911; GST Code S10

For information on the closest RTM go to the [Northern Territory Government website](#).

You must quote your reference number when making your payment.

Further information

Email your completed form and receipt to ntcertification.det@education.nt.gov.au