

Certificate order form for an individual

How to apply for a certificate:

- ▶ Fill in this form.
If you do not have the unit standards and/or ServiceIQ NZQA qualification listed on your Record of Achievement, we will be unable to process your request.
- ▶ Send this form to ServiceIQ (see page 2 for details).

Terms and Conditions:

Please read the below Terms and Conditions carefully before you submit this order form.

- ▶ ServiceIQ issue certificate(s) in your name as shown on your NZQA Record.
If your name has changed or varies from your NZQA Record, please attach supporting documentation with your current and previous name. (i.e. current Passport, NZ Birth Certificate, NZ Drivers Licence, Marriage Certificate or Name Change).
- ▶ For security reasons, **DO NOT SEND CASH.**
- ▶ If you are applying for a **digital certificate**, the email address you provide on this form must be your own.
- ▶ We are unable to accept **change-of-mind** requests once your payment has been received or processed.
Please ensure you would like a certificate copy before you make your purchase. Certificate fees are subject to change.
- ▶ Certificate orders take **7–10 working days** to be processed.
- ▶ **OVERSEAS:** If you are based overseas we can send you a digital certificate.
If you require a printed certificate instead, and have someone living in New Zealand who can receive and send this on to you, please state their NZ delivery address details on this form.

Your Details

Full legal name:	
Date of Birth: DD / MM / YYYY	National Student Number (if known):
Contact number:	Email address:

Your Certificate

If you require the Licence Controller Qualification (LCQ – units 4646 and 16705) certificate, please complete the LCQ Certificate order form (Option 1) here: <https://www.serviceiq.org.nz/certificates/>. Fees for the LCQ differ to the fees stated on this form.

If you require a New Zealand/National/Limited Credit Programme certificate, list the certificate name below (e.g. NZ Certificate in Retail – Level 3).
Certificate 1:
Certificate 2:
If you require a Single/Multi unit standard certificate (e.g. 167, 168), list the unit(s) below. We can fit a maximum of six (6) units on each certificate.
Single/Multi Unit Only:

Delivery and Payment Method

Printed certificate (7–10 working days for processing)	
\$17.25 NZD incl GST per certificate (Standard Post – not tracked)	
\$28.25 NZD incl GST per certificate (Courier – track and trace)	
Deliver printed certificate(s) to: Please note: Our Courier provider cannot deliver to a PO Box, and not all standard post can be delivered to a business address.	
Business Name (if applicable):	
Street Name and No (or PO Box):	
Suburb:	City and Post Code:

Digital certificate (7–10 working days for processing)
\$11.50 NZD incl GST per certificate (emailed PDF)

Number of certificates ordered:		Total Payment:	\$	NZD incl GST
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Choose ONE payment option below:		
<p>Online Bank Transfer – pay total amount to:</p> <p>Account: ServiceIQ Account Number: 03-0826-0168678-000 Particulars: Use your First name as particulars Reference: Use your NSN as a reference BIC/SWIFT Code: WPACNZ2W (use this code if you are transferring funds from an overseas bank account e.g. Australia, UK, US)</p> <p><i>Please remember to send us your application if you pay via this method so we can match up your payment with our Accounts team.</i></p> <p>Credit/Debit card (only Visa or Mastercard are accepted) – ServiceIQ will call you for payment.</p> <p><i>If someone else has opted to pay for your certificate(s) on your behalf, please provide their name and a contact number below.</i></p> <table border="1" style="width: 100%;"> <tr> <td>Contact Person:</td> <td>Contact Number:</td> </tr> </table>	Contact Person:	Contact Number:
Contact Person:	Contact Number:	

Send your completed form to one of the following:		
by EMAIL to: intel@serviceiq.org.nz Attn: Customer Support Team Subject: Certificate Request – Your Name/NSN	by POST to: Attn: Customer Support Team ServiceIQ, PO Box 25522, Wellington 6140	by COURIER to: Attn: Customer Support Team ServiceIQ, Level 14, Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011