

## Certificate order form for an individual

Fill in this form and send it to ServiceIQ if you would like a certificate, or a reprint of a certificate, that shows completion of an NZQA qualification or unit standard(s). Please include a copy of your NZQA Record of Achievement with this application.

### Your Details

Full Legal Name:	
Date of Birth (dd/mm/yyyy):     /     /	NSN Number:
Phone:	Email:

### Your Certificate

Are you requesting a certificate reprint?  Yes  No  Don't know

Type of Certificate (please describe below)

New Zealand Certificate in:
National Certificate in:
National Diploma in:
Limited Credit Programme in:
Unit Standards Only (ie: 167):
Certificate of Achievement:

### Delivery Address

Business Name:	
Street Name and No (or PO Box No):	
Suburb:	City and Post Code:

Courier request:  Yes  No

**Please note:** There is a \$9.20 (incl GST) courier and handling fee for this service. Couriers cannot deliver to PO Box numbers, and standard Post cannot deliver to all business addresses. Please select the option that is appropriate for you.

### Payment

Number of certificates requested: (N)	x \$17.25 (incl GST) per certificate =
Courier cost: <input type="checkbox"/> \$9.20 (incl GST) OR <input type="checkbox"/> nil	
Total payment included = \$	

Cheque Payment – Payable to **ServiceIQ**. Cheque Enclosed:

*(ServiceIQ will not keep this information once processed)*

Credit/Debit Card Payment – please provide Credit/Debit Card details below

Credit/Debit Card:  Master Card OR  Visa

Credit/Debit Cardholder Name:	
Credit Card No:	Expiry Date:     /     /
Signature of Cardholder:	

**Send it to ServiceIQ:** ServiceIQ, Customer Experience Team, PO Box 25522, Wellington 6140  
**or email:** intel@ServiceIQ.org.nz **or fax:** (04) 817 5399

# CHECKLIST

**Before sending the form away, please make sure you have:**

- ▶ included this form, filled out in full
- ▶ included your NZQA Record of Achievement
- ▶ included correct payment for your order.

## Terms and Conditions

- ▶ You need to include a copy of your NZQA Record of Achievement with this application, visit [www.nzqa.govt.nz](http://www.nzqa.govt.nz) for information on your Record of Achievement.
- ▶ ServiceIQ issue certificates against what is listed on your NZQA Record of Achievement, and issue the certificate(s) in your name as shown at NZQA. If your name has changed or varies from your NZQA Record of Achievement, please attach supporting documentation (i.e. Marriage Certificate or Name Change document).
- ▶ If you do not have the unit standards or qualification listed on your Record of Achievement, we will be unable to complete your request.
- ▶ We can fit a maximum of six unit standards on each certificate.
- ▶ For security reasons, we cannot accept payment in cash.
- ▶ ServiceIQ do not send certificates to international destinations.
- ▶ Certificate orders take 7–10 working days to be processed.