

Request for Replacement Paper Testamur (Certificate/Award)

Instructions and Conditions (Please read carefully)

Your testamur (also called award or degree certificate) is a valuable document. To protect against fraudulent use of testamurs, copies cannot be issued except when the original has been permanently lost or destroyed, or has been surrendered to the University due to damage or a change of name.

Lost, stolen or never received:

If your paper testamur was lost, stolen or never received, you will need to complete a Statutory Declaration outlining why you are not in possession of your original testamur and any steps taken to find the original. If you cannot state with absolute certainty that your testamur is permanently lost (e.g. destroyed in a fire or flood), you must include the following statement: *"Should the original testamur issued to me by The University of Queensland be returned to my possession, I will return the replacement to the University"*.

A scanned copy of your Statutory Declaration must be submitted with the *Request for Replacement Testamur* application form. Please be advised that the original Statutory Declaration may be required prior to completing the order.

Damaged:

If you require a replacement paper testamur because your original testamur is damaged, you must surrender the original damaged testamur to the University. A replacement testamur cannot be issued if the original is still in your possession. Please return the original in hard copy to:

Replacement Testamurs
Student Progression
Level 6, JD Story Building
The University of Queensland
Brisbane, QLD, 4072
Australia

Change of name:

If you have changed your name and want this change to be reflected on your paper testamur, you will need to surrender your original testamur and submit a change of name request here: <https://my.uq.edu.au/information-and-services/manage-my-details/id-cards-and-personal-details/update-contact-or-personal-details>. Accepted forms of proof include original or certified copies of a passport, birth certificate, deed poll, marriage certificate, or decree nisi – please do not mail us originals as we cannot return these to you.

Please submit your change of name via the Student Centre before lodging your application.

Format:

The replacement paper testamur will be issued in the current style and signed by the current signatories. The replacement testamur will show the original date of award conferral, as well as the date of reissue. Graduates who have received a My eEquals digital testamur will require an additional order to replace the digital testamur in instances of a change of name.

Lodging an application, payment and cost:

Applications and payment can be made via the Academic Records portal. This form should be scanned and submitted as part of the application. The cost of a replacement paper testamur is \$120 and a My eEquals digital testamur is \$50.

Processing time:

Applications take a minimum of 10 working days to process. In July and December, applications can take up to 15 working days.

Third party collection from UQ Student Centre (St Lucia campus only):

For replacement testamurs to be collected by a third party, the applicant must provide written authorisation. Applicants and authorised third parties must provide photographic identification at the time of collection.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I (print name)

of (address)

.....

make the following declaration under the *Statutory Declarations Act 1959* that the original testamur for the degree/s of:

.....

conferred on: (date of graduation ceremony)

was lost ☐ destroyed ☐ stolen ☐ never received ☐ and is not in my possession.

Circumstances associated with the loss, destruction or theft of original testamur:

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If the original testamur issued to me by The University of Queensland is returned to my possession, I agree to return the replacement testamur to the University as soon as the original is located.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

1 Signature of
person making
the declaration

1

2 Place
3 Day
4 Month and year

Declared at ² on ³ of ⁴

Before me,

5 Signature of
person before
whom the
declaration is
made (see over)

5

6 Full name,
qualification and
address of person
before whom the
declaration is
made (in printed
letters)

6

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution