

REQUEST FORM – CHANGE OF DETAILS

Please complete this form to update your **NAME** with Partners in Training Australia (RTO#21837) and email/post the **COMPLETED** form along with **SUPPORTING DOCUMENTATION(s)** to your designated training coordinator. You can also submit this request in person to one of our campuses.

- To update other personal information, such as your contact details, you could send an email/text to your designated training coordinator from the **email address/phone number you provided at the enrolment**. No other supporting documentation is required.
- Please complete this form if you no longer have access to your original email/phone number. No other supporting documentation is required.

Please note that your request will **NOT** be processed for the incomplete form or missing supporting documents. You need to update your name with USI (www.usi.gov.au) **before** lodging this request.

Student Original Details	
Surname	
Given Name(s)	
Date of Birth	
Contact Address	
Contact Phone	
Contact Email	
Student New Details	
Surname	
Given Name(s)	
Contact Address	
Contact Phone	
Contact Email	
Supporting Documentation(s) <i>(the original document needs to be signed by one of PTA staff or you could send a certified copy)</i>	<p>The student needs to provide at least one of the following documents along with this request form</p> <p><input type="checkbox"/> A Current Medicare Card</p> <p><input type="checkbox"/> A Current Passport</p> <p><input type="checkbox"/> A Marriage or Registered Relationship Certificate Issued by an Australian Registry of Births, Deaths & Marriages (RBDM) (a celebrant's certificate is not acceptable)</p> <p><input type="checkbox"/> An Australian RBDM Name Change Certificate</p> <p><input type="checkbox"/> A Birth Certificate (not Birth Extract) issued by Australian RBDM</p> <p><input type="checkbox"/> Other, please specify</p>
Student Declaration	
I declare that the information I have given on this form is complete and correct.	
Signature	Date Signed
<i>For an applicant under the age of 18 at the time of the request, this form must be signed by a guardian.</i>	
Guardian Name	
Guardian Signature	Date Signed