



# Replacement Results Order Form

## To receive a replacement statement or certificate:

1. Complete all the information required on the following statutory declaration form.
2. Sign the statutory declaration in the presence of either a Justice of the Peace or Commissioner for taking Affidavits and have them witness your signature. **If this section on the application form has not been signed and witnessed by an appropriate person, your request will not be able to be processed.**
3. Return the signed statutory declaration, along with your **payment details** to the SACE Board of SA via email [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au).

## Statutory Declaration Form

I, (Full Name).....

do solemnly and sincerely declare that I have lost/misplaced my original certificate/statement.

I require an **original** and ..... "certified" copies. (Number of **certified** copies if applicable).

My name at time of completion			
Year/s certificate was undertaken (ie 2014)			
Date of birth			
School attended			
Forwarding address			Postcode
Contact number		Mobile	
Email address			

**And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of "The Oaths Act, 1936."**

*Declared and subscribed at (location) .....*

*this ..... day of ..... 20 ..... before me.*

.....

**Applicant**

.....

**Justice of the Peace or Commissioner for taking Affidavits**



**Applicant's full name:** .....

**Replacement Results** (Please indicate which certificate(s) you would like replaced)

Please note: No Year 10 results are available from the SACE Board.

		Please ✓	Full	Conc.*
Intermediate Certificate	Available up to 1968		\$50.00	\$37.50
Leaving Examination	Year 11 – Available up to 1974		\$50.00	\$37.50
Secondary School Certificate	Available from 1970 – 1983		\$50.00	\$37.50
Matriculation Examination	Year 12 – Available from 1966 - 1983		\$50.00	\$37.50
Year 12 Certificate of Achievement	Year 12 – Available from 1984 – 1993		\$50.00	\$37.50
Record of Achievement (ROA) and Tertiary Entrance Statement (TES)	Year 11 & 12 Results & TER/ATAR Score (if applicable) – 1993 onwards (Record of Achievement – Shows subjects and results, Tertiary Entrance Statement – Shows scaled scores and ATAR)		\$50.00	\$37.50
SACE Certificate	Certificate for completion of SACE – 1993 onwards ( <b><i>Shows completion of all requirements for SACE, NO subject, unit or grade information</i></b> )		\$50.00	\$37.50
Record of Achievement, Tertiary Entrance Statement and SACE Certificate.	ROA, TES & SACE Certificate as above – 1993 onwards ( <b><i>Full replacement set of all SACE documentation</i></b> )		\$100.00	\$75.00
Express processing fee - <b>For the SACE Board to provide a turnaround time within 48 business hours</b>			\$67.00	\$50.25
Free Australia Post or International Economy Air Mail			\$0.00	\$0.00
Express Post ( <b>available within Australia only</b> )			\$9.60	\$9.60
<b>Total cost (including postage method selected):</b>			\$	\$

**\*Concession Fees** (Please note: In order to receive the concession rate, the SACE Board **must** sight the concession card. Please include a scanned, photocopy or photo of the concession card to this application.)

**Payment** - If paying by credit card please complete the following details

MasterCard / Visa	(Please circle)
Card Number	_____
Cardholder's Name	
Expiry Date	
Cardholder's Signature	