

Certificate order form for a training provider

Training Provider Details	
Training Provider Name:	
Contact Person:	
Department:	
Postal address:	
Postal Suburb:	Postal City and Post code:
Contact phone number:	Contact email:

Certificate Fees and Delivery method	
<ul style="list-style-type: none"> ▶ Certificate orders take 7-10 working days to be processed. ▶ Fees are per certificate and include GST. You will receive an emailed invoice to pay. You can pay by online bank transfer or credit/debit card (only Visa or Mastercard are accepted). 	
<p>Please note: Our courier provider cannot deliver to a PO Box, and not all standard post can be delivered to a business address.</p> <p>Printed Fees</p> <ul style="list-style-type: none"> ▶ \$17.25 incl GST NZD per certificate – standard post (not tracked) ▶ \$28.25 incl GST NZD per certificate – courier (tracked) 	
Purchase order number:	

Other Provider contact person and email for Invoice (if different from above).	
Contact Person:	Contact email:

How to apply for a certificate:

- ▶ Fill in this form.
If the learner does not have the NZQA unit standards listed on their NZQA Record of Achievement, we will be unable to issue a certificate to them.
- ▶ 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 the name as shown on the learners NZQA Record. If the learner has changed their name or it varies from their NZQA Record, please attach supporting documentation with their 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.**
- ▶ 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.

Complete the below table with the following details:

- ▶ Enter the learners full name, date of birth and/or NSN details.
- ▶ Enter each unit standard and tick which learner has achieved those unit standards (an example is given for your reference).

Send this form to one of the following:

by **EMAIL** to:
intel@serviceiq.org.nz
 Attn: Customer Support Team
Subject: Certificate Request – Provider Name

by **POST** to:
 Attn: Customer Support Team
 ServiceIQ, PO Box 25522,
 Wellington 6140

by **COURIER** to:
 Attn: Customer Support Team
 ServiceIQ, Level 2, 15 Walter Street,
 Te Aro, Wellington 6011

Learners full name	DOB	NSN	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.	E.g. 167	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Select preferred delivery to learner	
											Printed standard post	Printed courier
											\$17.25	\$28.25
Jane Citizen Smith	1/01/2000	123456789	Level 2, 15 Walter Street, Te Aro, Wellington 6011	✓								✓

