

Access to Records Request Form

Full name:	
Address:	
Contact Details:	
Student ID Number / USI:	
Name of course:	
Dates of study:	

I wish to request access to the following records:

--

How would you like to access these records?

- Copy posted to me – and I understand this accrues a \$50 fee
 Copy emailed to me

Proof of Identity

We require proof of your identity as the student named above.

I am providing the following as evidence (choose 1):

- Passport
 Birth certificate
 Driver's license
 Proof of Age Card

I have provided this as:

- Original shown to staff member
 Certified copy of original
 Soft copy of original

RTO (indicate): Sighted/Photographed Original/Copy received
Staff Initial: _____ Date: _____

Signed:	
Print name:	
Date:	/ /

Please return this form to our office via support@wiseworkplacetraining.com.au