

# Amendments to Records Request Form



## Information for Applicant

- Please complete ALL fields on this form.
- You will receive an acknowledgement of your lodged request within two (2) working days upon Training Practical Solutions Consultancy (TPSC) having received your request.
- Please bring along a photo ID. Request to amend records will not proceed if photo ID is not presented.
- An incomplete request form will be returned and will not be processed.
- TPSC may need to collect more information before we proceed to amend records and will also provide update when amendments are completed.
- Complete this form and submit it to the RTO Compliance Manager email: [info@tpsconsultancy.com.au](mailto:info@tpsconsultancy.com.au)

PART A – APPLICANT DETAILS			
First Name:		Last Name:	
Email:		Mobile:	
Please explain which records need to be updated and why they are incorrect.			
Please attach evidence that proves the records are incorrect. List the evidence here.			
Proof of Identity	<input type="checkbox"/> Passport	<input type="checkbox"/> Original shown to TPSC staff	<input type="checkbox"/> Certified copy submitted
	<input type="checkbox"/> Driver License	<input type="checkbox"/> Original shown to TPSC staff	<input type="checkbox"/> Certified copy submitted
	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Original shown to TPSC staff	<input type="checkbox"/> Certified copy submitted

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	<input type="checkbox"/> Proof of Age	<input type="checkbox"/> Original shown to TPSC staff	<input type="checkbox"/> Certified copy submitted
	<input type="checkbox"/> Other:	<input type="checkbox"/> Original shown to TPSC staff	<input type="checkbox"/> Certified copy submitted

### PART B - DECLARATION

By signing this declaration, I (insert name) \_\_\_\_\_ verify that the above information is true and accurate. I have not provided any false or misleading information

<b>Signature</b>		<b>Date:</b>	
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### OFFICE USE ONLY

<b>Date received:</b>		<b>Request actioned and completed by:</b>	
<b>Qualification code and title:</b>		<b>Learner ID:</b>	
<b>Has the learner been advised of the outcome/progress of the request in writing?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No. Note reason:	
<b>Record detailed further actions taken to complete request.</b>			