

Access 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.
- You may request to have copies of/scanned/view records for personal reference and peruse.
- Please bring along a photo ID. Request to collect or view records may be rejected if photo ID is not presented.
- An incomplete request form will be returned and will not be processed.
- Complete this form and submit it to the RTO Compliance Manager email: info@tpsconsultancy.com.au

PART A – APPLICANT DETAILS			
First Name:		Last Name:	
Email:		Mobile:	
Description of records requested:			
How would like to access these records?	<input type="checkbox"/> Copies posted/scanned to me		<input type="checkbox"/> View the records in person
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
	<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			
Signature		Date:	

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