

Request for Copies of VET Information

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Doc. # RTOCOM18
Authorised by: RTO Manager



Human Resources Pty Ltd

I _____ hereby request that Mentor Human Resources provide access to my personal VET records. I require the following information:

- Reissue of VET certification awarded to me by Mentor
- Copies of all my VET assessment results gained during training at Mentor
- Copies of all my personal VET information held on file by Mentor

My preferred method of delivery is: (please complete only one method of delivery)

To have a Mentor employee telephone me on _____ and advise me that the documents are ready to be picked up. I will negotiate an appropriate time to collect the documents.

OR

Post my VET information to:

Street Address:	
Suburb:	
Post Code:	

I understand that Mentor will require **ten** working days to supply this information to me.

Signed: _____ Date: _____

Name of person receiving request:	
Date request received:	
Name of person finalising request:	
Date request finalised:	

Note: this completed form should be placed on the Client Request for Copies of VET Information folder.