

Request for Copy of VET Information



Human Resources Pty Ltd

I _____ hereby request that Mentor Human Resources Pty Ltd (Mentor) provide access to my personal VET record. I require the following information:

- Reissue of VET certificate award
- Copy of all my VET assessment results
- Copy of all my personal VET information on file

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.

Signature: _____ Date: _____

For Office Use Only:	
Staff Member receiving request:	
Date request received:	
Staff Member finalising request:	
Date request finalised:	
Recorded in SMS:	