

Change of Name on Awards



Please forward completed form to:
Central Academic Records Office, Ara Institute of Canterbury Ltd, PO Box 540, Christchurch 8140

My former full name	<input type="text"/>
My new full name	<input type="text"/>
My current address for mail	<input type="text"/>
I was awarded a Christchurch Polytechnic Institute of Technology, Aoraki Polytechnic, Ara Institute of Canterbury or Ara Institute of Canterbury Ltd qualification in my former name and now formally apply for a reissue of the award document in the new full name given above.	
Name of Qualification	<input type="text"/>
Date Awarded	<input type="text"/>
I acknowledge that:	
<ul style="list-style-type: none">• My former full name and my new full name will both be held in the Ara database.• The reissued document will be annotated to indicate that it is a reissue of a document previously issued in my former name.	
I have attached an original or verified copy of:	
<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	Marriage Certificate
<input type="checkbox"/>	Copy of particulars of Civil Union
<input type="checkbox"/>	Record of new name from the Department of Internal Affairs
<input type="checkbox"/>	Certificate of Change of Name
<input type="checkbox"/>	Other – please specify: <input type="text"/>
The award document issued in my former name is:	
<input type="checkbox"/>	Enclosed
<input type="checkbox"/>	Irretrievably lost or destroyed
Signed	<input type="text"/>
Date	<input type="text"/>

For Office Use Only	
Received	<input type="text"/>
Approved	<input type="text"/>
Document Reissued	<input type="text"/>
Records Amended	<input type="text"/>
Dated	<input type="text"/>