Qualifications Recognition Services

RECOGNITION STATEMENT RE-ISSUE REQUEST

If you submitted an IQA or OSA application **before 10 February 2020** and require a copy of your recognition statement, please complete the details below and email this form to qrs@nzqa.govt.nz together with a copy of your passport bio-data page.

If your assessment was completed more than five years ago, there is an administration fee of $55 to provide you with an electronic copy of your recognition assessment.

We will send the recognition statement to you by email. We do not provide printed copies.

Important: Under NZQA's authorised Disposal Authority (approved under the Public Records Act 2005), NZQA is only required to retain applications for 10 years from the date of completion of your assessment. We do not hold records older than this.

APPLICANT DETAILS

Please complete the details below.

Application number							–		Application type		IQA		OSA

Applicant first name	
Applicant last name	
Date of birth (DD/MM/YY)	
Phone number	
Current email address	
Email address used to submit your application (if different from your current email address)	
Name of qualification/s assessed	
Month/year of application	

Applicant Signature		Date	

CREDIT CARD INFORMATION AND AUTHORISATION

If your assessment was completed more than 5 years ago, please complete the details below for payment of NZ$55.

Credit card type		Visa		Mastercard

Expiry date (MM/YY)			/		

Credit card number					–					–					–				

Name on card	

Billing address	

I authorise for the following amount to be charged to my credit card	NZ$55.00

Cardholder signature	

Please email the following to qrs@nzqa.govt.nz:

☐ This form (completed with your details and credit card information if applicable)

☐ A copy of your passport bio-data page