



Congratulations you have successfully completed training!

**IMPORTANT PLEASE FOLLOW THESE STEPS TO GET YOUR QUALIFICATION**

**You MUST complete the following steps to receive your qualification**

**Step 1:** Print out a copy of your **Statement of Attendance certificate**. (located online on your courses page)

**Step 2:** Print out the **Statutory Declaration form** (you will have printed this at the completion of your course) and get **3 Signatures** listed below:

- a) **Your Signature (Applicant)**
- b) **Observer's Signature (the person who witnesses you completing the assessments)**
- c) **One of the following: Justice of the Peace or Commissioner of Declarations or Legal Practitioners Signature**

**Step 3:** **Photocopy your ID** and also take it with you to the **Justice of the Peace**, and get them to sign the photocopy as a "**certified copy.**"

**List of Acceptable Identification**

(a) Photographic identification in the form of original or certified copies:

- A current and valid driver's licence issued by an Australian State or Territory; or
- An 18 plus card; or
- A current and valid passport; or
- School identity card; or

(b) Where the participant is **unable** to provide photo identification, original or certified copies of at least three other forms must be produced. Such as:

- Medicare Card
- Credit Card/Bank Card
- Birth Certificate
- Health Care Card

At least one of which will bear the current address of the participant such as:

- Rates notice
- Public utility account
- Telephone account

**Step 4: Submit two (2) documents to us.**

1. Your **Statutory declaration** with **ALL THREE signatures**.
2. Your **signed (certified) copy of Photo ID**.

**How to submit your forms:**

**Email:** Scan your documents and email them to [keys@keyshr.com](mailto:keys@keyshr.com) (recommended).

**Fax:** 07 38762090 (please be aware that if photo id is too dark we may request a better copy).

**Post:** Keys Human Resources PO Box 5 Nundah QLD 4012.

**In Person:** 9 Wood Street Nundah QLD 4012.

**What happens now?**

Upon receipt of the required information we will send the qualification within 1 (one) business day.