

# Change of Name on Awards

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

My former full name is:	<input type="text"/>
My new full name is:	<input type="text"/>
My current address for mail is:	<input type="text"/>

I was awarded a Christchurch Polytechnic Institute of Technology, Aoraki Polytechnic or Ara Institute of Canterbury 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:

- 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:

- Birth Certificate
- Marriage Certificate
- Copy of particulars of Civil Union
- Record of new name from the Department of Internal Affairs
- Certificate of Change of Name
- Other - please specify:

The award document issued in my former name is:

- Enclosed
- Irretrievably lost or destroyed

Signed	<input type="text"/>	Date	<input type="text"/>
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## For Office Use Only

Received	<input type="text"/>	Dated	<input type="text"/>
Approved	<input type="text"/>		
Document Reissued	<input type="text"/>		
Records Amended	<input type="text"/>		