

## Access to Records Request Form

Please email your completed form to [training@underthehammer.net.au](mailto:training@underthehammer.net.au)



### Personal Details

Learner Full Name:	
Address:	
Email Address:	
Learners ID Number:	

I wish to request access to the following records:

How would you like to access these records:

- Copy posted to me  
 View the records in person

### Proof of Identity:

We require valid proof of identity to be provided for the learner named above:

I am providing the following as evidence (choose 1):

- Passport  
 Birth Certificate  
 Drivers Licence  
 Proof of Age Card

I have provided this as:

- Original sighted by an Under the Hammer Training Staff Member  
 Certified copy of the original

### Office Use:

RTO Indicate:	<input type="checkbox"/> Sighted	<input type="checkbox"/> Photographed Original	<input type="checkbox"/> Copy Received
	Staff Initials:	Date:	

Learner Full Name		Date:	
Learner Signature			

Please email form to support staff at [training@underthehammer.net.au](mailto:training@underthehammer.net.au)