



Institiúid Teicneolaíochta
Bhaile Átha Luain
Athlone Institute
of Technology

STATUTORY DECLARATION

I of
..... in the County of
(Occupation) Aged 18 years and upwards do solemnly and sincerely
DECLARE that:

1. I am one and the same person on whom the award: (Please tick as appropriate)

National Certificate	<input type="checkbox"/>	National Diploma	<input type="checkbox"/>
Higher Certificate	<input type="checkbox"/>	Higher Diploma	<input type="checkbox"/>
Ordinary Bachelors Degree	<input type="checkbox"/>	Honours Bachelors Degree	<input type="checkbox"/>
Postgraduate Diploma	<input type="checkbox"/>	Higher Diploma	<input type="checkbox"/>
Masters Degree	<input type="checkbox"/>	Doctorate Degree	<input type="checkbox"/>

of Athlone Institute of Technology was conferred in or about the month of
in the year, and that I was the recipient of the said Certificate/Diploma/Degree
parchment.

2. The said parchment of which I was the recipient has been lost and despite careful and exhaustive searches, cannot be located. I therefore believe it to have been irretrievably lost or destroyed.
3. I hereby request that a replacement be issued to me by Athlone Institute of Technology and I make this solemn Declaration conscientiously believing the same to be true of the benefit of the Governing Body of the Institute and by the virtue of the Statutory Declaration Act, 1938.

Declared by the said

This Day of 201.... In the City/County of
..... before me, a Commissioner of Oaths
and I know the Declarant

Commissioner of Oaths

Address: _____

Telephone: _____

Stamp:



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REQUEST FORM – DUPLICATE PARCHMENT

FORENAME: _____ SURNAME: _____

ADDRESS: _____

STUDENT ID: _____ DATE OF BIRTH: _____

ADDRESS: *(at time of conferring – if different from above)*

CONTACT TELEPHONE NO: _____ DATE/YEAR OF CONFERRING: _____

COURSE: _____

Please send completed form to:

*The Examinations Office
Athlone Institute of Technology
Dublin Road, Athlone, Co. Westmeath*

Please note that the word “Duplicate” will appear on the reissued parchment.

Please note that all HETAC (formerly NCEA) parchments awarded before 2004 should be requested directly from The Awards Office, HETAC, 26-27 Denzille Lane, Dublin 2

Please ensure that the following documents are enclosed with this form:

Completed Statutory Declaration (signed by Commissioner for Oaths)

Fee €65.00 (Bank Draft, Cheque or Postal Order)

Please tick this box if you would prefer to pay over the phone