



# REQUEST FOR DOCUMENTATION

Please **POST** application, payment and proof of identity to:

**Townsville Grammar School, Attn Principal's P.A., 45 Paxton Street, North Ward Qld 4810**

*Documents are provided as a complimentary service for current students and students who attended the School in the previous calendar year. (See explanatory notes on page 2.)*

**PLEASE USE BLOCK LETTERS**

What is your title?  Miss  Mrs  Ms  Mr  Dr Final grade & year at TGS:

Family name:  Given names:

Full name at time of study:  Date of birth:  /  /

Postal address:  Postcode:

Phone: (w):  (h):  Email:

Category	Grade & Year (e. g. Grade 11, 2002)	No. of copies	\$20.00/copy
Duplicate Semester 1 Report			
Duplicate Semester 2 Report			
Duplicate School Reference (if available)			
Statement of Attendance			
Other			
External File Retrieval Fee			\$ 40.00
Total			\$ <input type="text"/>

<input type="checkbox"/> I would like to collect the documentation from the TGS office at 45 Paxton Street, North Ward Qld 4810.	<input type="checkbox"/> I would like TGS to post the documentation to the address I gave above.
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Signature for Order: \_\_\_\_\_ Date ordered  /  /

Signature at Collection: \_\_\_\_\_ Date collected (if collecting from the TGS office)  /  /

What is your method of payment?						
<input type="checkbox"/> Cheque (Enclosed)	<input type="checkbox"/> Money Order (Enclosed)	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex	<input type="checkbox"/> BankCard	<input type="checkbox"/> Diners
Card no. <input type="text"/>					Expires on <input type="text"/> / <input type="text"/>	

Cardholder's name:  Cardholder's signature:

OFFICE USE ONLY		
Method of payment:	Received \$	Receipt #
Date collected or posted <input type="text"/> / <input type="text"/> / <input type="text"/>	Processed by:	Date Received <input type="text"/> / <input type="text"/> / <input type="text"/>

(Cont. over page)

This information is collected so that the legislated functions of the TGS concerning information delivery can be carried out. Personal information is not usually disclosed to anyone other than relevant TGS staff unless required or authorised by law, permitted under the Queensland Government privacy policy, or so that the legislated function can be completed.

Townsville Grammar School, 45 Paxton Street, North Ward Qld 4810.  
**Phone:** (07) 47224900 **Fax:** (07) 47215783 **Email:** tgs@tgs.qld.edu.au **Website:** www.tgs.qld.edu.au

## EXPLANATORY NOTES

### Duplicate documents held by TGS

- *Semester Reports (N.B. The School has not issued Year 12 Semester 2 reports since 2003. Please contact Qld Studies Authority directly.)*
- *Boarder Reports*
- *School References (if on file)*

### How to obtain a copy of your results

If you completed your schooling more than 12 months previously, you must complete the form overleaf and lodge it, together with the fee and proof of identity, to Townsville Grammar School.

As your results are your personal affair, TGS must take steps to be satisfied with the identity of the applicant or any person acting on your behalf. Results will not be given orally.

### Over-the-counter application

Please bring completed application, one form of identification from the list below and payment of \$40.00 for file retrieval and \$20.00 for each document.

**\*\* Refunds** – Will only be issued by electronic transfer directly into your bank account. We will contact you for these details if necessary.

### Application by post

Send us a photocopy of one form of identification (see list below). A change of name may require additional information as proof of your identity (For example marriage certificate or deed poll). Payment will need to accompany the application — cheque, money order, credit card (Visa, Bankcard, MasterCard, Diners or AMEX) — \$40.00 for file retrieval and \$20.00 for each document. **These requirements must be met or there will be a delay in processing the application.**

### Acceptable forms of identification (must be a current copy)

Australian passport

Birth certificate or extract of a birth certificate

Card 18+ or university student card

Driver licence or learner licence

Immigration papers

Nationalisation or citizenship certificate

Current student ID with photograph

### Please note

**Documentation will be available for collecting or posting within fourteen (14) working days following receipt of your correctly completed application.**

When you collect your documents, we will ask you to produce your receipt and sign the application form to record that you have collected the documents.

We will not process your application until we receive full payment (\$40.00 for file retrieval and \$20.00 for each document).

Cheques are to be made payable to Townsville Grammar School. **Do not send cash.**

If you are applying from overseas, your payment must be in Australian currency. Payment must be made by either bank draft or credit card.

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