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How do I request a replacement award?

Sarah Ryder - 2019-08-02 - [Transcripts and awards](#)

An Award will be issued to you on the successful completion of your qualification.

If your Award has been lost or destroyed you can request a replacement Award to be printed. There is a \$50 charge for a replacement Award.

To request a replacement Award

1. Download the [Replacement Award Request form](#)
 2. Have your declaration witnessed and signed by a Justice of the Peace, a Court Registrar or Judge.
 3. Email the completed form to **academic@nmit.ac.nz**, with your name in the subject line.
 4. Pay the \$50 charge by:
 - Deposit to BNZ, Nelson Branch 02-0704-0190770-003 (Please insert your name and "Award Fee" in the reference fields)
 - Cash or Eftpos in person at our Nelson campus
 - Phone us on 0800 422 733 to pay by Credit Card (Mastercard or Visa) or Debit Card - there is a credit card surcharge of 1.5% of the value of the transaction for all payments.
 - Cheque in person or by mail: Private Bag 19, Nelson 7042, New Zealand, please make cheque payable to NMIT
- Tags
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