



Apprenticeship/traineeship historical records

*Indicates mandatory fields

APPRENTICE OR TRAINEE DETAILS	
* First name:	
* Last name:	
* Have you legally changed your name since the completion of your apprenticeship/traineeship:	<input type="checkbox"/> No <input type="checkbox"/> Yes
<i>If yes, please provide details of your previous name:</i>	
Do you require your document/s to be reissued in your new name?	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>Note: If yes, to update your legal name you will need to provide your supporting documents to the department. Read the changing your name for further information.</small>
*Date of birth (dd-mm-yyyy):	
*Current postal address:	Street: Suburb: State: Postcode: Country:
*Contact phone number/s: <small>(Mobile phone is preferable)</small>	Mobile: Landline:
*Email address:	
APPRENTICESHIP OR TRAINEESHIP DETAILS	
What type of document are you seeking?	<input type="checkbox"/> Trade Certificate <input type="checkbox"/> Extract of Service <input type="checkbox"/> Other (provide details)
Indenture/training contract registration number:	
Name of apprenticeship/traineeship:	
THE TIME OF YOUR APPRENTICESHIP OR TRAINEESHIP, PLEASE PROVIDE:	
Name of employer:	
Name of training organisation (college):	
Approximate year of cancellation / completion:	
Any additional information to help locate your documentation:	

