

1800 210 210 | apprenticeshipsinfo@qld.gov.au | desbt.qld.gov.au

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:	🗆 No	□ Yes
If yes, please provide details of your previous name:		
Do you require your document/s to be reissued in your new name?	□ No	☐ Yes Note: If yes, to update your legal name you will need to provide your supporting documents to the department. Read the <u>changing your name</u> for further information.
*Date of birth (dd-mm-yyyy):		
*Current postal address:	Street: Suburb: State: Postcode: Country:	
*Contact phone number/s: (Mobile phone is preferable)	Mobile: Landline:	
*Email address:		
APPRENTICESHIP OR TRAINEESHIP DETAILS		
What type of document are you seeking?	 Trade Certificate Extract of Service 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:		

Privacy Notice – The Department of Employment, Small Business and Training (DESBT) is collecting the information to provide Queensland apprenticeship/traineeship historical documentation to you. Information collected on this form may also be used to generate statistics on historical records provided by DESBT. This information will only be accessed by authorised employees and contractors within DESBT. Your information will not be disclosed to any other person or agency unless you have given us permission, or it is required or authorised by law.

