

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

**Apprenticeship/traineeship historical records**

**This application is for Queensland apprenticeship/traineeship historical records ONLY.**

The department will endeavor to provide the replacement document you have requested. This process incurs a fee payable to the department. No payment is required with this initial application. You will receive a request for payment once we have located your historical record and upon receipt of your payment, your request will be processed within 10 working days.

Please return this completed form via email to [records@desbt.qld.gov.au](mailto:records@desbt.qld.gov.au) or post to Apprenticeships Info, PO Box 15121, City East QLD 4002.

*Note 1: If you are requesting information on behalf of someone else, you must complete the* [*Authority to release information to a third party form (ATF-008)*](https://www.publications.qld.gov.au/dataset/vetic-apprenticeship-and-traineeship-forms/resource/7a0e2fdb-3de2-45f4-b579-a05f21aa3d1a)*. This form grants the department permission to disclose information to a designated third party individual or organisation.*

*\*Indicates mandatory fields*

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| **APPRENTICE OR TRAINEE DETAILS** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*Full name:**  *(include middle name, if applicable)* |  | | | | **\*Date of birth:**  *(dd-mm-yyyy)* | |  | |
| **\*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 with the department, submit an official document, such as a marriage certificate or legal change of name certificate. For a detailed guide, read the "*[*Changing Your Name*](https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/changing-your-name/changing-your-name-as-an-adult)*" information from the relevant department.* | | | | |
| **\*Current postal address:** |  | | | | | | | |
| **\*Mobile:**  (preferred) |  | **Other phone number:** | |  | | | | |
| **\*Email:** |  | | | | | | | |

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| **APPRENTICESHIP OR TRAINEESHIP DETAILS** |

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| **Type of document are you requesting:** | Trade Certificate  Extract of Service  Verification of apprenticeship/traineeship records *(See note 1)*  Other (provide details) |
| **Indenture / training contract registration number:** |  |
| **Name of apprenticeship/traineeship:**  *(occupation/calling)* |  |

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| **AT THE TIME OF YOUR APPRENTICESHIP OR TRAINEESHIP, PLEASE PROVIDE INFORMATION ON** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer:** |  | | |
| **Name of training organisation (college):** |  | | |
| **Approximate year of cancellation / completion:** |  | | |
| **Is this document required for a licence application?** | No | Yes | |
| If yes, please advise of licence application due date: |  |
| **Any additional information to help locate your documentation:** |  | | |



**Privacy Notice** – The Department of Trade, Employment and Training (DTET) 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 DTET. This information will only be accessed by authorised employees and contractors within DTET. 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.