



Please identify which Certificate you are seeking to Verify and attach a **colour Copy**

- Certificate of Proficiency (Trade Skills Recognition / Apprenticeship / Traineeship)
- Completion Certificate (Traineeship)
- Craft Certificate (Trade Skills Recognition / Apprenticeship)

Third party applicant details

Organisation:

Requesting person:

Organisation address:

Postcode:

Phone:

Email:

Certificate details

Family Name:

Given Name:

Date of Birth:

Vocation listed on Certificate:

TC ID / TSR Number:

Date Certificate issued:

Signature of Certificate owner*:

Date:

Reasons for the request

Note: 1. Under [Section 18](#) of the [NSW Privacy and Personal Information Protection Act 1998](#) Training Services NSW may not disclose personal information to a third party without the written consent of the individual. This application **must** be either signed by the record owner in the area above (*) or accompanied by a release document from the record owner.
 2. An email will be sent to the applicant at the above email address providing an outcome of the request for verification.

Fees and how to submit the application

A fee of **\$60** is payable with this application. Payment must be made by money order, EFTPOS or by cheque (payable to *NSW Department of Industry*). EFTPOS payments can be made via phone (select Trade Skills Recognition) 1300 772 104 or +61 2 8267 7770 (international).

This application can be submitted in person, by mail or by email at the addresses below:

In Person:

Apprenticeships and Traineeships Unit
 Training Services NSW
 Level 12, 1 Oxford Street
 Darlinghurst NSW 2010

By Mail:

Apprenticeships and Traineeships Unit
 Training Services NSW
 PO Box 960
 Darlinghurst NSW 1300

By Email: sts.enquiries@industry.nsw.gov.au

Phone contacts: **1300 772 104** or Intl: **+61 2 8267 7770** (select Trade Skills Recognition)

OFFICIAL USE ONLY

Certificate No:

Issued by:

Date: