

For assistance in completing this form call the Skills Infoline on 1800 673 097

Complete and submit this form to request a duplicate copy of a Trade Certificate issued for an apprenticeship completed in South Australia. A duplicate Trade Certificate can only be issued to the former apprentice named on the Training Contract.

Trade Certificates were not issued prior to 1967, and as such a duplicate cannot be issued in such circumstances. An extract of records may be available instead.



Required fields are indicated with a red asterisk on the right hand side: *

You must attach a Statutory Declaration outlining the reason for requesting a duplicate Trade Certificate. The Statutory Declaration can be downloaded from <u>Service SA.</u> Please use form 'MR28'.

1. Applicant details

First name(s):	*	
Last name(s):	*	
Phone no:	Mobile no:	
Date of Birth (DD/MM/YY):	Sex: Male Female *	

2. Training Contract details

Complete this section with information that was correct as at when your apprenticeship was completed.

Employer trading name:	*
Your full name (if different to the above):	*
Training Contract number:	*
Were you the trainee/apprentice associated with the Training Contract? Yes No	*
Trade name (eg Hairdresser, Carpenter):	
Training Contract commencement date (DD/MM/YY):	*

3. Postal address to send duplicate Trade Certificate to

Name:	*
Address:	Postcode: *

See page 2 of this form for the required signature.

4. Signature

		*
Apprentice signature		
	Signature date (DD/MM/YY):	/ _ / _ *

You are advised to retain a copy of this form for your records.

Please submit all pages of this form to:

Post: Traineeship and Apprenticeship Services GPO Box 1152, Adelaide SA 5001

Email: education.tasforms@sa.gov.au

Fax: 08 8463 5654

For assistance or more information:

Phone: 1800 673 097 Website: <u>www.skills.sa.gov.au/apprentices</u>