

Form 15

Change of details or replacement card for an electrical work licence

V 1.12.2020

Electrical Safety Act 2002

NOTE: You can change your address or contact details online at WorkSafe.qld.gov.au.

NOTE: If you also need to change your details for an electrical contractor licence you need to submit a Form 22.

Please complete all fields in BLOCK LETTERS.

Section 1 Current work licence

Complete these details exactly as they appear on your electrical work licence

Name on licence
Licence number

Section 2 Select an option below

<input type="checkbox"/>	I require a replacement copy of my licence because it has been lost, damaged or destroyed. (complete sections 4, 6 and 7 - fee applies)
<input type="checkbox"/>	I would like to change my address or contact details. (complete sections 4 and 6 - no fee applies)
<input type="checkbox"/>	I would like to change details that appear on my licence. (complete sections 3, 4, 5, 6 and 7 - fee applies)

Section 3 Change of licence/contact details

Please provide your change of details below

Any changes to your family or given names or date of birth must be accompanied by supporting documentation

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	
Family name	
Given name/s	
Middle name/s	
Date of birth	
Phone	Mobile
Email	

Section 4 Change of address

Residential address (cannot be a PO BOX)

Unit/Building No.	Street No.	Street Name		
Suburb/Town/Locality		State	Postcode	

Is your postal address the same as your residential address above? YES NO

If NO please provide the following details

Postal address

Unit/Building No.	Street No.	Street Name/PO Box		
Suburb/Town/Locality		State	Postcode	

Section 5 Proof of identification

If you have made any changes in Section 3, you will need to provide identity documents in accordance with Table 1.

<input type="checkbox"/> I have provided copies of identity documents in accordance with Table 1
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Section 6 Declaration

I declare that the information contained in this application is, to the best of my knowledge, true and correct.

Signature		Date
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Section 7 Fees

Your application will not be processed until the prescribed fee has been paid. Please refer to the “Table of fees” at WorkSafe.qld.gov.au.

Please indicate your preferred method of payment below.

Your receipt will be sent to the email address provided. If you wish for your receipt to be sent to a different address, please advise the receipting officer at the time of payment.

Our office will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. The refundable amount of the fee paid is shown in schedule 8 of the Electrical Safety Regulation 2013, available on the Electrical Safety Office website at WorkSafe.qld.gov.au. For further information phone: 1300 362 128.

<input type="checkbox"/>	I have enclosed a cheque or money order with this application. Cheques and money orders are to be made payable to “The Electrical Safety Office”.
<input type="checkbox"/>	I wish to pay by credit card

NOTE: DO NOT PROVIDE YOUR CREDIT CARD DETAILS ON THIS FORM. An officer from the Electrical Safety Office will contact you to arrange payment of your fees. To confirm their identity they will quote your name and electrical work licence number as per this application. If you are not provided this information do not proceed with the transaction.

Lodging your application

The preferred method of application is by email to LPS@oir.qld.gov.au.

Alternatively, you may lodge your application by mail to:

Electrical Safety Office
Licensing Processing Services
PO Box 820
Lutwyche Qld 4030

Privacy statement

The Electrical Safety Office is collecting your personal information in order to process your application for an electrical work licence/permit in accordance with the *Electrical Safety Act 2002*. Our office may be required to disclose your personal information to other Australian and New Zealand electrical regulators or as otherwise required by law. Your information will be disclosed to a third party contractor to print and send you your licence card, and licence renewal requests. This information may also be used to provide you with electrical safety updates, for statistical research, for auditing purposes, evaluation and reporting of our services. This includes publishing your licence details on the Electrical Safety Office online register.

Table 1 Identity documents

You need to provide **certified or witnessed copies** of two matching identity documents from the list below. The two documents can be:

- two category A documents

OR

- one category A document and one category B document.

At least one document must be photographic and show a full name and date of birth.

Certified copies

A certified copy is a copy of an original document that has been verified to be a true copy by either a Justice of the Peace or a Commissioner for Declarations. For more information visit www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace

Witnessed copies

Copies of identity documents can also be witnessed by the following parties. The witnessing party will need to:

1. write on the copy “This is a true copy of the original document sighted by me on DD/MM/YY”.
2. sign and print their name
3. provide a contact telephone number, and
4. state their profession/occupation

Approved witnessing parties

- Legal Practitioners, JPs or C-Decs
- Medical professionals (Doctor, Dentist, Nurse, Pharmacist, Physiotherapist, etc)
- Primary, secondary and tertiary teaching professionals
- Serving public servants (Local, State and Commonwealth)
- Chartered Accountants
- RPEQ engineers
- Post Office staff
- Financial institution staff (banks, building societies/credit unions)

Approved identity documents	
Documents or identity cards that carry an expiry date must be current	
Category A documents	
<ul style="list-style-type: none">• Australian or New Zealand driver licence• Australian Passport• Foreign Passport• Australian Birth Certificate - (full or extract)	
Category B documents	
<ul style="list-style-type: none">• Medicare card• Queensland High Risk Work licence• QBCC occupational licence• Australian Firearm Licence• Student ID Card• Australian Defence Force photo identity card (excluding civilians)• Australian Citizenship Certificate/Naturalisation Certificate• Certificate of Evidence of Resident Status	