

Application for a general construction induction training card

Use this form to apply for a general construction induction training card in accordance with Regulation 319 of the Work Health and Safety (National Uniform Legislation) Regulations 2011.

For the relevant application fee, visit the [Licensing fees and charges](#) webpage.

Application type: New Replacement

1. Applicant details

Surname:					
Given names:				Date of birth:	
Address:					
Suburb:		State:		Postcode:	
Is your postal address the same as above? If no, complete below:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Postal address:					
Suburb:		State:		Postcode:	

2. Contact details

Contact number:		Mobile number:	
Email address:			

3. Competency training - New ONLY (lodged within 60 days of completion)

Attach evidence of statement of attainment or written declaration from registered training provider that includes the course code - CPCWHS1001 "Prepare to work safely in the construction industry".	<input type="checkbox"/>
--	--------------------------

4. Reason for replacement (Replacement only)

Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> Change of name (requires evidence e.g.: marriage certificate) *no fee <input type="checkbox"/>
Describe how the licence was lost, stolen or destroyed:

5. Receiving card

How do you wish to receive the card?	Post	<input type="checkbox"/>	Collection	<input type="checkbox"/>
Do you wish to receive a digital card?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

6. Consent for document verification

We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - https://www.idmatch.gov.au .	
I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>

7. Applicant declaration

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

I consent to the Work Health Authority making enquiries and exchanging information with WHS regulators in other States, Territories or the Commonwealth regarding any matter relevant to this application.

Applicant name:

Applicant signature:

Date:

Checklist

Licence requirements	New	Replacement
Application is complete and declaration signed	<input type="checkbox"/>	<input type="checkbox"/>
Prescribed application fee (see licensing fees and charges page)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of statement of attainment or written declaration from registered training provider that includes the course code attached (lodged within 60 days of completion)	<input type="checkbox"/>	N/A
Section 3, reason for replacement, complete	N/A	<input type="checkbox"/>
A legible copy of the front and back of photo ID i.e.: passport, drivers licence, 18+ card	<input type="checkbox"/>	<input type="checkbox"/>

Privacy statement

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to Territory Business Centre and NT WorkSafe and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so, or you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

Lodgement

Complete applications can be lodged in person, email or via post at a [Territory Business Centre](#) below.

Darwin	Building 3, Darwin Corporate Park, 631 Stuart Highway Berrimah
Katherine	Big Rivers Government Centre, 5 First Street Katherine
Alice Springs	Ground floor, The Green Well building, 50 Bath Street Alice Springs
Tennant Creek	Barkley Business Hub, 63 Haddock Street, Tennant Creek
Phone: 1800 193 111	Email: territorybusinesscentre@nt.gov.au Postal: GPO Box 9800, Darwin, NT 0801

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or

Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.