

Request for a Duplicate ID Card/Registration Certificate (Building Practitioner)

Form

How to submit your application:

Please fill out your application, sign and print a hard copy and submit your application.

By mail:

GPO Box 536 Melbourne VIC 3001

By email:

buildingreg@vba.vic.gov.au

Or in person at the VBA:

Goods Shed North
733 Bourke Street Docklands VIC 3008

Part A

INFORMATION ABOUT YOU

Your title Mr Mrs Ms Miss

Your first name (as it appears on your drivers licence or passport)

Mobile number

Your family name (as it appears on your drivers licence or passport)

Your date of birth

 / /

Your residential address (must not be a post office box)

Suburb

State or territory

Postcode

Your category/class of registration

Your practitioner ID number

Tick here if your residential address is the same as your postal address

Part A Continued

Your postal address (if different from residential address)

Suburb

State or territory

Postcode

Please tick the reason you need a duplicate certificate / ID card.

damaged original destroyed original lost original

Please select your payment method:

credit card cheque money order

Please make cheques and money orders payable to: **Victorian Building Authority**

Note: The VBA does not accept cash

Fee for a **new registration certificate**: \$42.00

Fee for a **new ID card**: \$42.00

Fee for **both new ID card and registration certificate**: \$42.00

CREDIT CARD PAYMENT DETAILS

Card type:

Visa Mastercard

Amount:

Card number:

Name of card holder:

Card expiry date:

Signature of card holder:

Date of signature:

Privacy collection notice

How the VBA uses and discloses your personal information

The Victorian Building Authority (VBA) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the VBA may be unable to process and subsequently grant your application. The VBA may also use such information for the following purposes:

- (a) To enable the VBA to meet its statutory obligations, functions and perform its operational requirements.
- (b) Researching and assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA (whether to you personally or a member of the public).
- (c) Law enforcement by the VBA or other regulatory bodies, including prosecutions or disciplinary action against you if required.
- (d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the VBA's website).
- (e) Such other purposes as required by law or authorised under the privacy legislation.

The VBA may also share your personal information with third parties including, but not limited to, different business units within the VBA, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), your clients or customers and the VBA's staff and/or service providers who need to know such information to perform services for the VBA.

The VBA will only disclose your personal information to a third party claiming to act on your behalf (for example, an agent or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information, the VBA holds about you. If you become aware that personal information the VBA holds about you is not accurate, complete or up to date, you can ask the VBA to correct it.

The VBA's full Privacy Policy and information about how to contact the VBA is available at www.vba.vic.gov.au/legal/privacy.