

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

Form

## How to submit your application

Please fill out your application, sign and submit your application.

**By mail:**  
Victorian Building Authority  
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

### About You

**Title:\***

Mr      Mrs      Ms      Miss      Other

\* Information you must supply

First name\*

Middle name

Surname\*

Date of birth\*

### Your contact details

Email\*

Mobile number\*

Home telephone number

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

Street no. and name\*

Suburb\*

State\*

Postcode\*

### Your postal address (if different from residential address)

Street no. and name

Suburb

State

Postcode





## 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](http://www.vba.vic.gov.au/legal/privacy).