

Third party application for Verification of a Certificate – VT7

Please identify which Certificate you are seeking to verify and attach a Colour Copy

☐ Certificate of Proficiency

☐ Craft Certification

Third party Applicant Details

Organisation:			
Contact Name:			
Current Address:			
Suburb:	State:	Postcode:	
Email Address:		Mobile:	
Reason for requesting verification:			

Certificate identification details

Family Name:		Given Names:		DOB:	
Qualification or vocation listed on Certificate:					

Certificate identification details

Email Address:		Mobile:	
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Signature of Certificate owner

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Date

Fees and how to submit the application

1. An application to verify a certificate issued by the NSW Commissioner for Vocational Training, should be submitted to Training Services via email apprenticeshipsandtraineeships@det.nsw.edu.au. For information and assistance, call **1300 772 104**.
2. A fee of \$60 is payable by the third party with this application. Online payments to be made [here](#) (Credit card surcharge may apply). When making your payment:
 - I. In the 'Reason for payment' field, select the 4th option: 'Trade Skills Recognition Verification fee'.
 - II. If the certificate was issued on completion of an apprenticeship or traineeship, enter the TCID as displayed on the certificate in the TSR number field.
 - III. In the 'Comments' field, enter the name of the certificate owner.
3. Under [Section 18](#) of the [NSW Privacy and Personal Information Protection Act 1998](#) Training Services may not disclose personal information to a third party without the written consent of the individual
4. This application **must** be signed by the record owner in **Signature of Certificate owner** area above.

Third party authorised representative

Certificate Number:	<input type="text"/>	Receipt Number:	<input type="text"/>
Issued by:	<input type="text"/>		
<input type="text"/>		<input type="text"/>	
Signature		Date	

Commissioner for Vocational Training

For further information please contact us on **13 28 11** or contact your local regional office.

Training Services

Central & Northern Sydney
CHATSWOOD NSW 2067
ts.chatswood@det.nsw.edu.au

Southern & South Western Sydney
BANKSTOWN NSW 2200
ts.bankstown@det.nsw.edu.au

Western Sydney & Blue Mountains
PARRAMATTA NSW 2150
ts.parramatta@det.nsw.edu.au

Hunter & Central Coast
NEWCASTLE WEST NSW 2302
ts.newcastle@det.nsw.edu.au

Illawarra & South East NSW
WOLLONGONG NSW 2500
ts.wollongong@det.nsw.edu.au

New England
TAMWORTH NSW 2340
ts.tamworth@det.nsw.edu.au

North Coast & Mid North Coast
LISMORE NSW 2480
ts.lismore@det.nsw.edu.au

Riverina
WAGGA WAGGA NSW 2650
ts.waggawagga@det.nsw.edu.au

Western NSW
ORANGE NSW 2800
ts.orange@det.nsw.edu.au