



# Third party application for VERIFICATION of a Certificate issued by the NSW Commissioner for Vocational Training

VT7 (December 2023)

Version 2.05

**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:

Address:

Suburb: State: Postcode:

Mobile No: Email:

## Reason for requesting verification

---

## Certificate identification details

Family Name: Given Names: DOB:

Qualification or vocation listed on Certificate:

## Certificate owner contact details

Mobile No: Email:

**Signature of Certificate owner**

**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 NSW via email [apprenticeshipsandtraineeships@det.nsw.edu.au](mailto:apprenticeshipsandtraineeships@det.nsw.edu.au). For information and assistance, please 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 NSW may not disclose personal information to a third party without the written consent of the individual.
4. **Note:** this application **must** be signed by the record owner in **Signature of Certificate owner** area above.

## Third party authorised representative

Signature:

Date: