




COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **For security purposes, do NOT send QBCC forms that include payment details by email.**

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information about you to issue a new card, certificate or owner builder permit. This is authorised by the *Queensland Building and Construction Commission Act 1997* (QBCC Act). Your information will only be used for this purpose and in line with your original licence or owner builder application privacy notice.

Your personal information will only be disclosed with your consent or as required or authorised by law. Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.

IMPORTANT – WHEN TO USE THIS FORM

- Use this form to request a replacement or additional copies of your licence card, licence certificate or owner builder permit.
- A fee will apply for each licence card or certificate unless you did not receive one after your application was approved or your licence renewed.
- If you did not receive your licence card or licence certificate, you can request a replacement free of charge. You must ensure QBCC receives this form **within 60 days from the date of issue** of the original card or certificate.

LICENSEE OR OWNER BUILDER PERMIT HOLDER DETAILS

Name of individual
or company

Contact name (for
company licensees)

QBCC licence
number

ACN

Owner Builder
permit number

Postal address

Suburb

State

Postcode

Phone

Mobile phone

Email

Replacement request type Licence card (\$9.64) Licence certificate (\$34.03) Owner Builder permit (\$34.03)

Tell us why you are requesting a replacement card or certificate.

- | | | |
|-----------|--|---|
| Lost | Damaged (Owner Builder permits only) | Not received – I declare I have not received my licence card or certificate. I understand the QBCC needs to receive this form within 60 days of when my card/certificate was issued to be entitled to a free replacement. |
| Stolen | Additional cards/certificates required | |
| Destroyed | | |

SIGNATURE OF LICENSEE OR OWNER BUILDER PERMIT HOLDER

I declare that the information I am providing in this form is true and correct.

Licensee's/
Owner Builder's
signature

Date

D	D
<input type="text"/>	<input type="text"/>

 /

M	M
<input type="text"/>	<input type="text"/>

 /

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This form must be signed by hand. Digital signatures are not accepted.
Company licensee requests must be signed by a company office holder.

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by		<input type="text"/>		

