

FACT SHEET

Information regarding applying for a replacement trade certificate

A trade certificate is issued by the Western Australian Department of Training and Workforce Development when an individual has successfully completed a qualification; either through an apprenticeship training contract, or through a recognition of prior skills process conducted by a registered training provider.

Trade certificates issued for the successful completion of an apprenticeship in WA

If the original trade certificate is destroyed, lost or stolen, you can request a copy of your trade certificate or an extract of your training contract via the Western Australian Apprenticeship Management System ([WAAMS online client portal](#)). Individuals can also confirm that you completed an apprenticeship through the WAAMS portal. User guides are available from [the Apprenticeship Office website](#), which will provide you with more information on these options.

To obtain a paper-based trade certificate, complete the *Application for a replacement trade certificate* form, which includes a Statutory Declaration. This application must be completed in full and witnessed by a person authorised under the *Oaths, Affidavits and Statutory Declarations Act 2005* or *Statutory Declarations Act 1959 of the Commonwealth*.

A full list of authorised witnesses is available at wa.gov.au/government/publications/authorised-witnesses-statutory-declarations.

More information

For further information and advice contact Apprenticeship Office on 13 19 54 or by email to ApprenticeshipOffice@dtwd.wa.gov.au.

Application for a replacement trade certificate

Please read the information sheet before completing and returning this form. If you have any questions or concerns, contact Apprenticeship Office before submitting this form. Email the completed form to tradecertificate@dtwd.wa.gov.au.

Applicant's details	
Full name:	DOB:
Postal address:	
Suburb:	PC:
Mobile:	Email:
Employer name (if completed an apprenticeship):	
Year of completion:	Qualification or trade attained:
STATUTORY DECLARATION	
<p>I, _____</p> <p>of _____</p> <p>occupation _____</p> <p>sincerely declare that to the best of my knowledge my original trade certificate has been (tick applicable):</p> <p><input type="checkbox"/> destroyed;</p> <p><input type="checkbox"/> lost; or</p> <p><input type="checkbox"/> stolen.</p> <p>This declaration is true and I know it is an offence to make a declaration knowing that it is false in a material particular.</p> <p>at _____</p> <p>on _____</p> <p>In the presence of</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>(name of person making declaration)</p> <p>(address of person making declaration)</p> <p>(occupation of person making declaration)</p> <p>(tick applicable):</p> <p>(place)</p> <p>(date)</p> <p>(signature of authorised witness)</p> <p>(name of authorised witness)</p> <p>(job title [informal description] of authorised witness)</p>