



FACT SHEET

Important information regarding applying for a trade certificate replacement

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 the recognition of prior skills process conducted by a registered training provider.

If the original trade certificate is destroyed, lost or stolen, a replacement may be issued by completing the “*Application for a replacement trade certificate*”, which includes a Statutory Declaration. This application must be witnessed by a person authorised under the *Oaths, Affidavits and Statutory Declarations Act 2005* or *Statutory Declarations Act 1959 of the Commonwealth*.

See full list of authorised witnesses:

[courts.dotag.wa.gov.au/ files/Professions_witness_statutory_declarations.pdf](https://courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf)

More information

For further information and advice contact Apprenticeship Office on 13 19 54.

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 apprenticeshipoffice@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:
Please provide details on the reason for requesting a replacement trade certificate:	
STATUTORY DECLARATION	

I _____
(name, address and occupation of person making the declaration)

Sincerely declare that to the best of my knowledge my original trade certificate has been **destroyed/lost/stolen** (*cross out whichever is not applicable*).

This declaration is true and I know it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the:

Oaths, Affidavits and Statutory Declarations Act 2005; or
 Statutory Declarations Act 1959 of the Commonwealth.

at _____ on _____
(Place) (Date)

by _____
(Signature of person making the declaration)

In the presence of _____
(Signature of authorised witness)

Name of authorised witness _____
(Surname) (Given name/s)

Job title (*informal description*) of authorised witness: _____

Apprenticeship Office
T: 13 19 54
E: apprenticeshipoffice@dtwd.wa.gov.au
W: dtwd.wa.gov.au/apprenticeshipoffice