

Master Builders Association South Australia
Level 1, 47 South Terrace
Adelaide SA 5000

APPLICATION FOR REPLACEMENT CERTIFICATE OR CARD

PLEASE NOTE: If you are applying for a replacement White Card that was issued prior to 11/5/2009, we will be unable to process your request. The training delivered to participants prior to this date differs to the current version of the training. In these cases, we recommend that you undertake re-training and assessment, and have a new White Card issued when the course is successfully completed.

Full Name: _____

Street Address: _____

Suburb: _____

Postcode: _____

Mobile: _____

Phone: _____

Email: _____

Membership No.: _____

(If Applicable)

DOB: _____ / _____ / _____

ID: (Office use only) _____

I request a replacement as selected below for my training with Master Builders Association Training Department:

Certificate of Attendance

Card (e.g. White Card/EPTTT/Safety Supervisor)

Please list details of certificate/card required: _____

Date full qualification/certificate obtained (if known): _____

Please Note: You must present a photo ID for any re-issue. The name on the re-issued document will remain the same as the original certificate

A Certificate/Card re-issue and search fees are detailed on the back of this form.

Payment is due on application. GST is included where applicable. If your file has been archived, a search fee may be applied.

Where a search is not required you will be issued with your replacement document(s) within five (5) working days of your request (approx). Items that require a search may take a little longer.

I request:

Pick up from MBA SA

Delivery by Australia Post to above address

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Declaration: I certify that I am the person named in the certificate(s)/card(s) requested. I have enclosed a copy of Drivers licence, Passport, Proof of age card Birth certificate.

Document number or DOB

Signature of applicant: _____ Date ____/____/____

Mastercard

Visa Card

Card Number _____

Expiry Date ____/____ Total \$_____

Cardholder's Name: _____

Cardholder's Signature: _____

Certificate Re-issue Fee Schedule:

Replacement of	MBASA Members*	Non Members*
Certificate of Attendance or Completion	\$40.00	\$60.00
Card	\$40.00	\$60.00

*The fee is additional to retrieval charge

Archive Search Schedule of fees:

Level 1 hardcopy (Training Office)	\$0.00
Level 2 hardcopy (Archived)	\$20.00
Level 3 hardcopy (Off-site)	\$50.00 per hour
Electronic	\$0.00

Office Use Only

Date order received:	
Received by:	
ID verified:	
Archive file search fee:	
Date certificate reprinted:	