

Application to replace a high risk work licence or general construction induction card

Explanatory notes

Important – Please read the following before completing and lodging your application:

This form is to be used to apply for a replacement high risk work (HRW) licence or a general construction induction (GIT) card issued under the WHS Regulation that was lost, stolen, damaged or destroyed. This form is also used to request a replacement HRW licence or GIT card that was not received or contains a printing error.

Fees

A separate replacement fee is payable for each replacement HRW licence or GIT card.

If the licence or card was not received or contains a printing error, no fee is payable within six months of the date of issue.

Replacement fees are listed in the [WorkCover NSW fees schedule \(catalogue no. WC01011\)](#) on the WorkCover website or call **13 10 50**.

Return of a HRW licence or GIT card

Licences/cards which are damaged, contain a printing error or have been recovered (previously lost or stolen) must be returned to WorkCover NSW within seven days of receipt of the replacement to:

Customer Service Centre, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

How to fill in this form

Please use **black** ink only and print within the boxes in BLOCK LETTERS. Where required, please mark box(es) with a .

Lodgement

Fax: (02) 9287 5497

Post: Customer Service Centre, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

Email: LS@workcover.nsw.gov.au

Enquiries – 13 10 50

Privacy statement

Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by WorkCover for the purposes of evaluation, assessment and processing of an application for a replacement HRW licence or GIT card as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

WorkCover may also use this information for the purposes of confirming applicant details and to establish and maintain a database. The information may also be used to assist the WorkCover inspectorate with their work generally and may also be made available to other NSW state government agencies, other state or territory training authorities or the commonwealth, state or territory work health safety regulatory authorities.

Except for the purpose of prosecution or the purposes referred to above and unless such disclosure is otherwise required or permitted by law the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual.

Applicants are able to gain access to personal information held by WorkCover pertaining to this application. You may also apply to WorkCover to access and correct any of your own personal information that WorkCover may hold if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

4. APPLICANT DECLARATION

I, (print name)

declare and understand that:

- the information supplied in this application is true and correct in every particular
- I consent to the making of inquiries of, and the exchange of information with, the authorities of any state or territory in matters relevant to this application.

Signature of applicant

Date (DD/MM/YYYY)

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It is an offence under the *Crimes Act 1900* (Crimes Act) and section 268 of the WHS Act to make a false or misleading statement in the form, heavy penalties apply.

5. PAYMENT OF FEE

A separate fee is payable to replace each card as outlined in the [WorkCover NSW fees schedule \(catalogue no. WC01011\)](#) (except where the licence or card was not received or has a printing error).

Pay by cheque. Enclose a cheque made payable to WorkCover.

Pay by money order. Enclose a money order made payable to WorkCover.

Pay by credit card: MasterCard Visa

A payment processing fee applies to credit card payments (Visa and MasterCard 0.40%) plus applicable GST.

I authorised the amount of \$. to be deducted from my credit card account.

Card number

Card expiry date (MM/YYYY)

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Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)

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