



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

PRIVACY NOTICE - PLEASE READ

The QBCC is collecting information on this form to issue a new licence card. Your photo is collected for inclusion on your licence card. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will only be used for this purpose and will be used or shared in line with your original licence application collection notice. All information held by QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.

HOW TO USE THIS FORM - For individual licensees only. Company licensees do not need to provide photos.

To provide the QBCC with passport-size photos of yourself to include on your QBCC individual licence card:

- Complete the details below, **attach a certified copy of your photo ID**, and **sign the declaration** on page 1.
- Follow the directions on page 2 to **attach your two passport-size photos** that have been **certified by a qualified witness**. Make sure they also **complete the qualified witness declaration** at the bottom of that page.

1. PERSONAL DETAILS


Family name

Given names

LICENCE DETAILS


My QBCC licence number is

PROOF OF IDENTITY

 All licensees are required to supply a **valid and current certified copy** of their identification.

I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Licensees providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.


 A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:

- Lawyer
- Justice of the Peace
- Notary Public
- QBCC staff member
- Commissioner for Declarations

Alternatively, you can bring your original documents with you when you lodge the form at a QBCC Customer Service Centre. Our staff can view, copy and verify them for you. For more information, visit qbcc.build/certified-copy.

Place and country of birth (e.g. Brisbane, Australia)

2. DECLARATION

 **WARNING: Providing false or misleading information may lead to prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing is true and correct
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Licensee signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.


OFFICE USE ONLY CRN Received by Reference no.

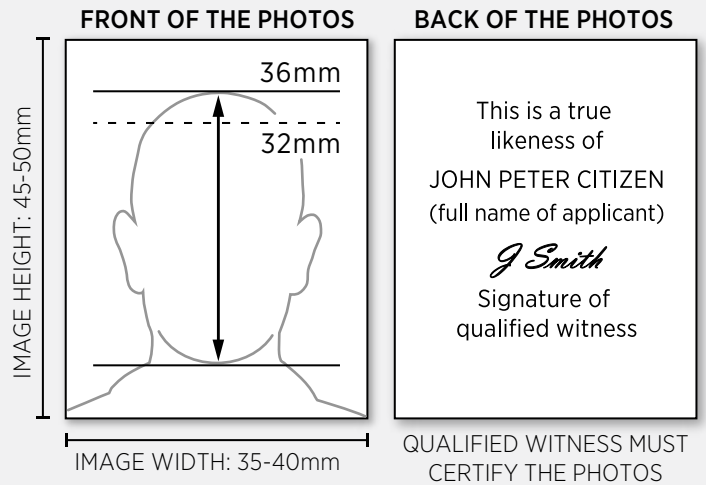
3. CERTIFIED PASSPORT-SIZE PHOTOS – PART 1 OF 2

- Please provide **two (2) identical, certified passport-size photos of yourself that are less than 6 months old** with this application and have a qualified witness complete the declaration below.
- The photos need to be **certified by a qualified witness** – a Lawyer, Justice of the Peace, Notary Public, Commissioner for Declarations or a QBCC staff member.
- The photos need to be suitable for **inclusion in a QBCC licence**.
- Your photos will be **valid for 10 years** once they have been received by the QBCC.

CERTIFYING YOUR PASSPORT-SIZE PHOTOS

- Go to a recognised **passport-size photo provider** (such as Australia Post, a professional photographer or a store with printing facilities) and have **two (2) passport-size photos** taken. You may also use passport-size photos that you already have.
- Your passport-size photos need to be **high resolution, in colour, meet our photo requirements** and be **less than six months old**.
- Take this **form and your two (2) passport-size photos to a qualified witness** and ask them to **certify that the photos are a true likeness of you**, the applicant. The qualified witness must:
 - write the words “This is a true likeness of [insert applicant’s full name]” and sign the back of both of the passport-size photos (see example above) **AND**
 - complete and sign the qualified witness declaration below.
- Using a paper clip, **attach the signed photos to this application form** in the space provided above. **DO NOT STAPLE PHOTOS TO THIS FORM.**

ATTACH TWO (2) PHOTOS HERE WITH A PAPER CLIP 



QUALIFIED WITNESS DECLARATION

I, [insert full name of qualified witness]

certify the passport-size photos attached to this form are a true likeness of [insert full name of applicant].

I am a: Lawyer Justice of the Peace Notary Public QBCC staff member Commissioner for Declarations

Witness signature

Date

D	D

 /

M	M

 /

Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.


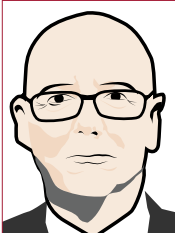
 **More information about photo requirements and certifying your passport-size photos can be found on the QBCC website at qbcc.build/passport-size-photos.**

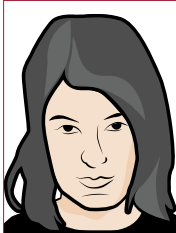
PHOTO EXAMPLES

Please note: The following examples regarding subjects and imagery will not be accepted.

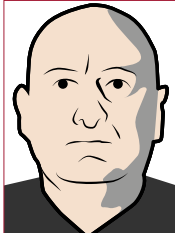
✗




No glasses.



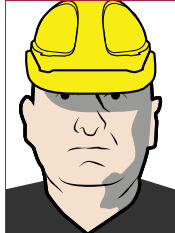
Head/chin must be up and directly looking into the camera.



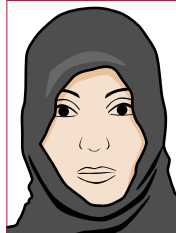
Face and background must be shadow free.



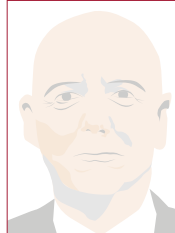
No side profiles. Image should be taken front on.



No hats or objects obstructing a clear view of the face.



Head coverings must not obscure eyes or edges of the face.



Do not overexpose the image. Features must be clear and distinguishable at a glance.

3. CERTIFIED PASSPORT-SIZE PHOTOS – PART 2 OF 2

PHOTO REQUIREMENTS

SUBJECT

- Whole eyes open and clearly visible
- Face centred and looking directly at the camera with no side profiles
- Neutral expression (not smiling, laughing or frowning)
- Hair off face, so edges of your face are visible
- Plain head coverings only (without patterns), worn in a way that clearly shows your face so the edges of your face (from your chin to your forehead and on either side) are visible
- No glasses, hats or objects obstructing a clear view of the face

LIGHTING

- Even, shadowless lighting on the face
- Plain white or light grey background that contrasts with your face is preferable
- Do not overexpose the image as features must be clear and distinguishable at a glance

EDITING

- Final image must be true likeness of the subject
- No retouching of photos permitted