

Apprenticeship/traineeship historical records

Please note: This application is for Queensland apprenticeship/traineeship historical records ONLY.

The department will endeavour to provide the documentation you have requested. Replacement documents provided incur a fee of \$19.35 payable to the department. Once the department receives your application, you will be contacted within 10 working days to discuss the records found and payment options. **No payment is required with this initial application.**

Please return this completed form via email to records@det.qld.gov.au or post to **Apprenticeships Info, PO Box 15121, City East QLD 4002.**

*Indicates mandatory fields

Apprentice or trainee details	
*What type of documentation are you seeking?	<input type="checkbox"/> Extract of service <input type="checkbox"/> Copy of indenture papers <input type="checkbox"/> Copy of completion certificate
*Full name:	
If you have changed your name since the time of your apprenticeship or traineeship, please provide details of your previous name:	
*Date of birth (dd-mm-yyyy):	
*Current address:	
*Contact phone number: <i>(mobile phone is preferable)</i>	
Additional phone number:	
Fax number:	
Email address:	
Apprenticeship or traineeship details	
Indenture / registration number (if known): <i>This number appears on documentation from the department</i>	
Qualification code:	
Apprenticeship trade or traineeship calling:	
At the time of your apprenticeship or traineeship, please provide (if known):	
Name of employer:	
Registered training organisation (college):	
Approximate year of cancellation / completion of your apprenticeship / traineeship:	
Any additional information you think might help with locating your documentation:	