

# Department of Justice

WorkSafe Tasmania

PO Box 56, Rosny Park, TAS 7018

Phone: (in Tasmania) 1300 366 322; (outside Tasmania) - 03 6166 4600

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au) Website [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

## Construction Induction Card Application Form

Work Health and Safety Regulations 2012

Service Tasmania Office Use Only  
Product Code 291

- Fee collected
- Identification sighted
- Declaration signed & witnessed
- Training Certificate verified & details on this form



Tasmanian  
Government

### DETAILS OF APPLICANT

Title	Surname	First Name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address (where card will be posted to)

City/Town	Post Code
<input type="text"/>	<input type="text"/>

Phone	Date of Birth	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Registered Training Organisation (who provided the training)

Registered Training Organisation Number

Training Certificate Number	Training Certificate Date
<input type="text"/>	<input type="text"/>

I, the undersigned person to whom this application applies, declare that the information contained in this application is true and correct and I consent to the making of enquiries, and the exchange of information with, the authorities of any state or territory in matters relevant to this application.

**(To Be Signed in front of a Service Tasmania Officer)**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Tasmania Officer's signature

## Application information

You should complete this application form if you wish to apply for your construction induction card.

You need to lodge this application at a Service Tasmania outlet. When lodging this application you will need to bring:

- The completed and unsigned application;
- Your current certificate of training/statement of attainment issued by the Registered Training Organisation;
- Evidence of identity documents as per list below;
- Fee of \$10.71

Ensure all details are completed on the application form. Failure to do this may result in your application not being processed.

**Do not sign the form.** You will be required to sign the application in front of a Service Tasmania Officer at the time of lodgement. Your details and identification will be checked, signature witnessed on the declaration and your fee accepted. Your application will then be forwarded to WorkSafe Tasmania for processing and your card will be sent to your nominated address. Ensure you keep your receipt as proof of lodgement, until you receive your card.

## Evidence of Identity Requirements

Please provide at least:

- one document from Category A plus two documents from Category B; or
- two documents from Category A plus one document from Category B

Acceptable forms of identification include the following:

### Category A

**(All documents must be original and current)**

- Birth Certificate (not an extract)
- Citizenship papers
- Australian Passport
- Overseas Passport/Visa
- Driver Licence
- Firearm Licence
- Department of Immigration and Multicultural Affairs issued travel documents, including a visa
- Department of Immigration and Multicultural Affairs issued Certificate of Evidence of Residential Status

### Category B

**(All documents must be original and current)**

- Medicare Card
- Plastic Bank or Credit Card, with signature
- Tertiary Student card
- Department of Veterans' Affairs/Centrelink Pensioner Concession Card
- Births Deaths and Marriages Change of Name/Marriage Certificate (to prove name change)
- Security Guard/Crowd Controller Licence
- Government issued Personal Photo ID Card

### **Personal Information Protection Act 2004**

Personal information we collect from you will be used by the Regulator for licensing purposes and may be used for other purposes permitted by the *Work Health and Safety Act 2012* and associated laws. Failure to provide this information may result in your application being denied or records not being properly maintained. Your personal information may be disclosed to contractors and agents of WorkSafe Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service.

## General Enquiries Contact

WorkSafe Tasmania

PO Box 56, Rosny Park, TAS 7018

Phone: (in Tasmania) 1 300 366 322; (outside Tasmania) - 03 6166 4600

Further information can be found on our website [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au)