

# PERSONAL DETAILS AND REPLACEMENT ID FORM

#### You must request a replacement Licensed Building Practitioner identification card if:

- A. your card is lost or stolen, or
- B. your legal name changes from the name on the card and the register or
- C. your appearance has changed from the photo on the Licensed Building Practitioner identification card.

#### Send the completed form by:

Post:
The Registrar
Licensed Building Practitioner Scheme
Ministry of Business, Innovation and Employment
PO Box 50041
Porirua

OR

**Email:** applications@lbp.govt.nz

## **LICENSED BUILDING PRACTITIONER DETAILS**

Full name:		
BP number:		
Date of birth:	day month year	
POSTAL AD	DRESS	
Postal address:	:	
Suburb:	Town/city:	Postcode:



CONTACT DETAILS	
Daytime:	Evening:
Mobile:	
Email address:	

#### **REASONS FOR REPLACEMENT ID CARD**

Please select from the following options and complete the payment & declaration sections.

Your card is lost or stolen – Complete Payment and Declaration section on page 4

Your name has changed – Complete section A, Payment and Declaration section on page 4

You wish to update your photo on the identification card – *Complete section B, Payment & Declaration section on page 4* 

# **SECTION A** NAME(S) HAVE CHANGED

#### My legal name has changed (if already licensed):

Note: If your legal name has changed you must send in certified proof of this name change which includes certified copies of one of the following documents:

- > a marriage or civil union certificate which records the new name;
- > a re-issued birth certificate which records the new name;
- > a name change certificate or official copies of a name change declaration.

My new given name(s) are:

My new surname is:

#### **IDENTIFICATION CARD**

Please tick one of the following options:

My current license class identification card is attached

I have destroyed my license class identification card

## SECTION B UPDATED PHOTO

#### The new updated photo attached should meet the following criteria:

- > no more than 12 months old
- > show a face, head and shoulders shot, looking directly at the camera
- > are without a hat, sunglasses or other accessories that obscure my face
- > a true image, not altered in any way
- > high quality colour (black and white photos are not acceptable)
- > on a plain light-coloured background (not white or dark) and no background shadow
- > between 4.5 cm and 5 cm high, and 3.5 cm and 4 cm wide.

Complete the Verifying information section below if your appearance has changed significantly from the photo on your current card.

#### **VERIFYING INFORMATION** (This section must be completed by the verifier of your photos)

Verifier's full name								
Town/city						Postcode		
CONTACT DETAIL	.s							
Daytime:				Evening	:			
Mobile:								
l declare that l (name c	of verifier)							,
have known (full name	e of applica	nt)						
for at least 12 months	and am not	t related, o	r part of the f	amily group	, or living at th	ie same addre	ss as the a	applicant.
I have signed the	back of the	applicant	's ID photos.					
Verifier's signature					Date			
IDENTIFICATION	CARD							
Please tick one of the f			ird is attached	🗌 l ha	ave destroyed	my license clas	ss identific	ation card

PAYMENT	
want to pay the replacement identification card fee of \$50.00:	
Credit card – complete the credit card details below.	
I do not need a replacement card at this stage as i will be renewing in the near	future.
PAYMENT BY CREDIT CARD	
Visa MasterCard	
ne amount to be charged to my credit card is \$50.00.	
edit card number	Expiry date
ame on card	month year
ardholder's signature	

### DECLARATION

I declare that the information that I have supplied in this form is true and correct. I understand that it is an offence under the Building Act 2004 to provide incorrect or misleading information.

Signature	Date		/		/		]
5		day		month		year	

**Privacy notice:** Any personal information submitted in this application will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 2020. Personal information will also be used for the maintenance and administration of the Licensed Building Practitioners Register. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.