



# CHANGE OF DETAILS FORM

Complete this form if your contact details have changed and need to be updated. It is important that you provide the correct contact information so we can get in touch with you regarding your licence. Please note the following contact details will appear on the public register:

- > Your first name & surname
- > Preferred phone number
- > Email address
- > Website
- > Location
- > Company

**IF YOU HAVE CHANGED YOUR NAME, THESE DETAILS MUST BE CHANGED USING THE PERSONAL DETAILS AND REPLACEMENT ID FORM. THIS FORM CAN BE FOUND ON THE MINISTRY'S WEBSITE [WWW.LBP.GOV.T.NZ](http://WWW.LBP.GOV.T.NZ)**

Send the completed form by:

**Post:**

Licensed Building Practitioners' Scheme  
Ministry of Business, Innovation and Employment  
PO Box 1473  
Wellington 6140

**OR**

**Email:**

[applications@lbp.govt.nz](mailto:applications@lbp.govt.nz)

## LICENSED BUILDING PRACTITIONER DETAILS

Full name:

BP number:

Date of birth:  /  /   
DD MM YYYY

## INFORMATION THAT HAS CHANGED

I wish to change the following details held about me on the Licensed Building Practitioners Register:

**NEW RESIDENTIAL ADDRESS**

Street address:

Suburb:

Town/city:

Postcode:



**NEW POSTAL ADDRESS**

Postal address:

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Suburb:

Town/city:

Postcode:

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**NEW CONTACT DETAILS**

Daytime:

Evening:

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Mobile:

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Email address:

---

Website address:

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**NEW COMPANY DETAILS**

If you would like to be associated with a company (for example, your current employer etc), please provide details here:

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Company name:

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NZBN number:

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**PLEASE TICK ONE CONTACT PHONE NUMBER TO APPEAR ON THE PUBLIC REGISTER**

New daytime contact number

New home contact number

New mobile contact number

**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.
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My new given name(s) are:

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My new surname is:

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## IDENTIFICATION CARD

Please tick one of the following options:

I will download a new digital ID card once notified

Please send me a new paper 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 DETAILS

Daytime:

Evening:

Mobile:

I declare that I (name of verifier) \_\_\_\_\_,

have known (full name of applicant) \_\_\_\_\_,

for at least 12 months and am not related, or part of the family group, or living at the same address as the applicant.

I have signed the back of the applicant's ID photos.

Verifier's signature: \_\_\_\_\_

Date:

	/		/	
DD		MM		YYYY



## IDENTIFICATION CARD

Please tick one of the following options:

I will download a new digital ID card once notified

Please send me a new paper identification card

## 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 intentionally provide incorrect or misleading information.

Signature: \_\_\_\_\_

Date:

  
DD  
MM  
YYYY

**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.