

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: OR Email:

The Registrar
Licensed Building Practitioner Scheme
Ministry of Business, Innovation and Employment

PO Box 50041

Porirua

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 – <i>Complete section B, Payment & Declaration section on page 4</i>						
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:						



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					
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					

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l 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 futi	ure.		
PAYMENT BY CREDIT CARD				
☐ Visa ☐ MasterCard				
The amount to be charged to my credit card is \$50.00.				
Credit card number		Expiry date		
			/	
Name on card		month	year	
Cardholder's signature				
Caramolaer 3 Signature				
DECLARATION				
I declare that the information that I have supplied in this form is true and corre	ect. Lunc	derstand that	t it is an offence	
under the Building Act 2004 to provide incorrect or misleading information.				
		/		
Signature [Date 🔙	/	'	

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.

day

month

year