



# INSTRUCTIONS FOR FILLING OUT YOUR LCQ CERTIFICATE APPLICATION FORM



1. Write your name in full, in capital letters. This **MUST** match your legal name as per your birth certificate or passport.
2. Write your address in full, in capital letters. This is where your LCQ Certificate will be sent to unless you provide a separate delivery address. Please note that urgent LCQ orders require a street address for delivery as couriered orders will not be delivered to a PO Box.
3. Write the name of your Training Provider or ServiceIQ registered assessor with which you gained the unit standards.
4. **DO NOT SEND CASH WITH YOUR APPLICATION.** Please send a cheque or fill out the credit card details on the form.
5. The issue of the LCQ certificate costs \$20 (7–10 working days for processing + delivery time), this includes postage and GST. Urgent deliveries are available at a cost of \$30 (1–3 working days for processing + delivery time), this includes courier fee and GST. Prices are subject to change.
6. If you forward an incomplete or incorrect application form you will incur delays in processing time.

Please send your completed LCQ Application Form including payment details to:

ServiceIQ  
PO Box 25522  
Wellington 6140  
ATTN: LCQ

OR

LCQ@ServiceIQ.org.nz

OR

Fax: (04) 817 5399

**Please contact ServiceIQ on 0800 863 693 if you require any assistance with this form.**