

LICENCE CONTROLLER QUALIFICATION

APPLICATION FOR AWARD OR REPRINT OF CERTIFICATE

Read all instructions (overleaf) first. All fields must be completed in full. Please print clearly.

Please choose either:

- First time application** or
 Reprint of existing certificate

First Name(s) *(Full legal name as shown on Passport, Birth Certificate, etc)*

Surname

Delivery Address

Business Name

Apt/Street/PO Box No.

Street/Road Name

Suburb

Town/City

Postcode

Phone *(Please include area code)*

Mobile Phone

Date of Birth

 / /

Email address

Name of Training Provider with which you gained the unit standards (if known)

PLEASE ENCLOSE PAYMENT

LCQ Fee

- \$22** (7–10 working days for processing then delivered via post)
 \$32 (URGENT) – 1–3 working days for processing then delivered via courier

Payment Type – NO CASH WILL BE ACCEPTED

- Cheque attached – **payable to ServiceIQ**
 MasterCard VISA



Credit card details *(ServiceIQ will not keep this information once processed)*

Cardholder Name

Credit Card Number

Signature

Expiry date

 /

INSTRUCTIONS FOR FILLING OUT YOUR LCQ CERTIFICATE APPLICATION FORM



Write your name in full. This MUST match your legal name as per your birth certificate or passport.

1. Write your address in full. This is where your LCQ Certificate will be sent to. Please note that urgent LCQ orders require a street address for delivery as couriered orders will not be delivered to a PO Box.
2. Write the name of your Training Provider with which you gained the unit standards.
3. DO **NOT** SEND CASH WITH YOUR APPLICATION. Please send a cheque or fill out the credit card details on the form.
4. The issue of the LCQ certificate costs \$22 (7-10 working days for processing + delivery time), this includes postage and GST. Urgent deliveries are available at a cost of \$32 (1-3 working days for processing + delivery time), this includes courier fee and GST. Prices are subject to change.
5. 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.