

Licence Controller Qualification (LCQ) Certificate Individual Order Form

Please choose either: First time application Reprint of existing LCQ certificate

How to apply for a certificate:

- ▶ Fill in this form.
 If you do not have the unit standards 4646 and 16705 and/or ServiceIQ NZQA qualification listed on your Record of Achievement, we will be unable to process your request.
- ▶ Send this form to ServiceIQ (see page 2 for details).

Terms and conditions:

- ▶ ServiceIQ issues certificate(s) in your name as shown on your NZQA Record.
 If your name has changed or varies from your NZQA Record, please attach supporting documentation with your current and previous name (i.e. current Passport, NZ Birth Certificate, NZ Drivers Licence, Marriage Certificate or Name Change).
- ▶ For security reasons, **DO NOT SEND CASH.**
- ▶ If you are applying for a **digital LCQ certificate**, due to system requirements, the email address you provide on this form **must** be unique to the certificate holder
- ▶ We are unable to accept **change-of-mind** requests once your payment has been received or processed.
- ▶ Please ensure you would like a certificate copy before you make your purchase. Certificate fees are subject to change.
- ▶ Once payment for your certificate has been processed, it is non-refundable and non-transferable
- ▶ **OVERSEAS:** If you are based overseas we can send you a digital certificate.
 If you require a printed certificate instead, and have someone living in New Zealand that can receive and send this on to you please state their NZ delivery address details on this form.
- ▶ For any issues relating to your LCQ certificate, please ensure you get in touch within three months from the date of purchase. We reserve the right to charge additional costs if not brought to our attention within the three-month time period.
- ▶ Failure to comply with any of the terms and conditions outlined above, may incur delays in processing times and/or additional fees.

Your details:

Full Legal Name:	
Previous Name(s):	
Date of Birth: DD / MM / YYYY	National Student Number (if known):
Contact number:	Email address:
LCQ Training Provider (if known):	

When we issue LCQ certificates, we **must** match your name on the certificate with your NZQA record. To ensure your certificate is issued with your preferred name we require one of the below forms of photo ID:

- New Zealand Drivers' Licence Passport Birth Certificate

Delivery and Payment Options

PRINTED LCQ Certificate Fees (choose one option below):

Standard Print – \$22 NZD incl GST per certificate (Delivered via standard post within 7–10 business days)

Urgent Print – \$33 NZD incl GST per certificate (Delivered via courier within 1–3 business days)

Deliver printed certificate(s) to: (Please note: Our Courier provider cannot deliver to a PO Box, and not all standard post can be delivered to a business address.)

Business Name (if applicable):

Street Name and No (or PO Box):

Suburb:

City and Post Code:

DIGITAL LCQ Certificate Fees (choose one option below):

Standard Digital – \$18 NZD incl GST per certificate (Delivered via email within 7–10 business days)

Urgent Digital – \$28 NZD incl GST per certificate (Delivered via email within 1–3 business days)

Number of certificates ordered::

Total payment:

\$

NZD incl GST

Choose ONE payment option below:

Online Bank Transfer – pay total amount to:

Account Name: ServiceIQ

Account Number: 03-0826-0168678-000

Particulars: Use your **First name** as particulars

Reference: Use your **NSN** as a reference

BIC/SWIFT Code: WPACNZ2W (use this code if you are transferring funds from an overseas bank account e.g. Australia, USA, UK)

Please remember to send us your application if you pay via this method so we can match up your payment with our Accounts team

Credit/Debit Card (only Visa or MasterCard is accepted) – ServiceIQ will call you for payment.

If someone else has opted to pay for your certificate(s) on your behalf, please provide their name and a contact number below.

Contact Person::

Contact number:

Send your completed form to ONE of the following:

by **EMAIL** to:

intel@serviceiq.org.nz

Attn: Customer Support Team

Subject: Certificate Request – Your Name/NSN

by **POST** to:

Attn: Customer Support Team

ServiceIQ, PO Box 25522,

Wellington 6140

by **COURIER** to:

Attn: Customer Support Team

ServiceIQ, Level 14, Plimmer Towers,

2-6 Gilmer Terrace, Wellington 6011