

LICENCE CONTROLLER QUALIFICATION

APPLICATION FOR AWARD OR REPRINT OF CERTIFICATE



You **MUST** attach a copy of your Identity Document (ID) when you send your completed form to us.
Read all instructions (overleaf). 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 your Identity Document attached and NZQA Record)

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 Printed Certificate Fee

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

LCQ Digital Certificate Fee

- \$18 (STANDARD)** 7-10 working days for processing
 \$28 (URGENT) 1-3 working days for processing

Payment Type – NO CASH WILL BE ACCEPTED

- Cheque attached – **payable to ServiceIQ**
 Credit card – **see below**

Want to pay by credit card? ServiceIQ will call you to collect your credit card information for payment.

Please let us know the best time to reach you between 9am and 5pm on these days:

Please tick: Mon am Tues am Weds am Thurs am Fri am
 Mon pm Tues pm Weds pm Thurs pm Fri pm

INSTRUCTIONS FOR COMPLETING YOUR LCQ CERTIFICATE APPLICATION



Include a copy of your Identity Document (ID)

ServiceIQ issue LCQ Certificates using full legal names as shown on both your Identity Document (ID) and your New Zealand Record of Achievement (NZROA.)

Send us a clear photograph or scan of **ONE** of the following:

- ▶ Passport
- ▶ New Zealand Drivers Licence
- ▶ New Zealand Birth Certificate

Training Providers are not required to send us copies of ID for their learners, but we do advise that you check their names are showing correctly on the NZQA website.

LCQ Printed Certificate

Write your name in full. This **MUST** match your legal name as shown on your ID attached.

1. Write your address in full. This is where your LCQ printed 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 call back details for credit card payment.
4. The issue of the LCQ printed 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.

LCQ Digital Certificate

Write your name in full. This **MUST** match your legal name as shown on your ID attached.

6. Write your email address in full. This is where your LCQ digital certificate will be sent to.
7. Write the name of your Training Provider with which you gained the unit standards.
8. **DO NOT SEND CASH WITH YOUR APPLICATION.** Please send a cheque or fill out the call back details for credit card payment.
9. The issue of the LCQ digital certificate costs \$18 (7–10 working days for processing), this includes GST. Urgent deliveries are available at a cost of \$28 (1–3 working days for processing), this includes GST. Prices are subject to change.
10. If you forward an incomplete or incorrect application form you will incur delays in processing time.

ServiceIQ contact details

Please send your completed LCQ Application Form including a copy of your ID and 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 (then choose option 1) if you require any assistance with this form.