



Australian Government



Trades Recognition Australia

CHANGE OF DETAILS FORM

When to use this form

Use this form to tell us about changes to your personal details, such as your address, phone number or workplace supervisor.

Do not use this form to tell us about a change of employer for the Job Ready Program. If you have a new employer, you must complete an **Employment Verification Report** and upload it in the Online Portal. For more information, about how to do this, go to tradesrecognitionaustralia.gov.au/policy-and-forms/employment-verification-report

Filling in this form

You can fill this form on your computer, or you can print this form and complete it by hand. If you have a printed form, please use a black or blue pen and clearly print information using BLOCK LETTERS.

What you need to do now

You can upload your completed form to your online account using our Online Portal. For more information about how to do this, go to tradesrecognitionaustralia.gov.au/document/change-details-form

Part 1 Current customer details

You must complete this section in full. **Information provided must match the information on your file.**

1. Trades Recognition Australia (TRA) Reference Number

TRA /

2. Name

Mr Mrs Ms Other

Family name

First given name

3. Date of birth (DD MM YYYY)

4. Gender

Male Female Non-binary

5. Email

6. Contact phone number (including area code where applicable)

7. Home address

Postcode

Part 2 New customer details

Please provide changed details only. Leave all other fields blank.

8. Email

9. Contact phone number (including area code where applicable)

10. Home address

Postcode

11. Passport number

12. Passport country of issue

13. Passport expiry date (DD MM YYYY)

If any of your passport details have changed, you must submit the identification page of your passport with this form. This refers to the page of your passport with your photo and personal details.

Part 3 Employment details

Do not use this form to tell us about a change of employer for the Job Ready Program. To tell us about this change you must complete an Employment Verification Report and upload it via our Online Portal. For more information about how to do this, go to tradesrecognitionaustralia.gov.au/policy-and-forms/employment-verification-report

Please provide changed details only. Leave all other fields blank.

We may contact you if we need more information about your employment details.

14. Employer Trading name

A Trading name is an unregistered name that a business can use to carry out their activities. Trading names are not the same as a registered business name.

15. Supervisor name

Mr Mrs Ms Other

Family name

First given name

16. Supervisor contact phone number (including area code where applicable)

Part 4 Other details

If you have any other changes to your personal details, please write them below.

Privacy and your personal information

Your personal information is protected by law, including the [Privacy Act 1988](#). The Department of Employment and Workplace Relations (the department) collects your information to run Trades Recognition Australia programs. To do this, the department may collect, use, and share your personal information, including sensitive information.

Sometimes, the department may need to share information with other organisations to deliver these programs. This may include organisations outside Australia. Some overseas organisations are covered by different privacy laws that do not provide the same protections as Australian laws. By submitting this form, you agree that the department may collect your sensitive information and share your personal information with overseas recipients. The department will not make sure that any overseas recipients follow Australia's privacy laws.

The department may also get your personal information from or share it with, other people or organisations. This may include service providers who help deliver Trades Recognition Australia programs, or someone you have authorised to act on your behalf. You can learn more about how the department handles your personal information, including how to access or correct it, or how to make a privacy complaint, by reading our full privacy policy at dewr.gov.au/using-site/privacy-notice. You can also request a copy by emailing privacy@dewr.gov.au.

Part 5 Declaration

This declaration is made by the person submitting the form. If you are an authorised representative or employer, the declaration applies to the information you provide on behalf of the customer named in this form.

By submitting this form to Trades Recognition Australia, I confirm that:

- the information provided, including any supporting documentation is complete and correct
- I can access the department's privacy policy
- I have read and understand the Privacy Notice

- I consent to the department collecting my sensitive information for the purposes explained in the Privacy Notice
- I consent to the department sharing my personal information with overseas recipients. I understand the department will not make sure that any overseas recipients follow Australia's privacy laws for the purposes outlined in the Privacy Notice.

I understand that:

- giving false or misleading information is a serious offence and may lead to penalties under Australian law
- if any information provided is found to be false or misleading, the skills assessment application or outcome may be cancelled
- I must tell Trades Recognition Australia if any of my information changes within 14 days of the change

Full name

Signature

Customer

Authorised representative

Date (DD MM YYYY)