

## Building Practitioner

### Request for a Duplicate ID Card/Registration Certificate

#### How to apply

Please fill out, attach appropriate requirements and submit:

**By mail:**

Building and Plumbing Commission  
GPO Box 536  
Melbourne VIC 3001

**By email:**

[buildingreg@bpc.vic.gov.au](mailto:buildingreg@bpc.vic.gov.au)

**Or in person at the BPC:**

Building and Plumbing Commission  
Level 19, 242 Exhibition Street  
Melbourne VIC 3000



## Your contact details

\* Information you must supply

Title:\*

Mr                      Mrs                      Ms                      Miss                      Other

First name\*

Middle name(s):

Surname\*

Date of birth\*

Email\*

Mobile Number\*

Home telephone number

## Your residential address (must not be a post office box)

Street no. and name\*                      Suburb                      State                      Postcode

## Your postal address (if different from residential address)

Street no. and name                      Suburb                      State                      Postcode

## Please tick the reason you need a duplicate certificate / ID card.

Damaged original

Destroyed original

Lost original

## Fee for a...

New registration certificate                      **\$46.00**

New ID card                      **\$46.00**

Both new ID card and registration certificate                      **\$46.00**



**Payment details**

Please select your payment method and complete the details as requested.  
Please note: The BPC does not accept cash.

Money order *Please make cheques and money orders payable to: Building and Plumbing Commission*

Credit Card:

Visa          Mastercard

Name of cardholder

Amount

Card number

Card expiry

/

CVV

Signature of cardholder

Date of signature



## Privacy Collection Notice

### How the BPC uses and discloses your personal information.

The Building and Plumbing Commission (BPC) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the BPC may be unable to process and subsequently grant your application.

The BPC may also use such information for the following purposes:

- (a) To enable the BPC to meet its statutory obligations or functions;
- (b) Monitoring compliance with the Act and associated regulations and standards;
- (c) Research, planning, to meet the BPC's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC;
- (d) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, your insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information which the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

The VBA's full Privacy Policy and information about how to contact the BPC is available at [www.bpc.vic.gov.au/privacy](http://www.bpc.vic.gov.au/privacy).