



Title (Mr/Mrs/Ms/Dr/Other) :

Family/Surname:

First/Given Names:

**PREVIOUSLY KNOWN BY** (please ensure birth name is indicated)

Surname:

Given Names:

Surname:

Given Names:

Surname:

Given Names:

Registration Number:

Date of Birth:     
Day Month Year


Original Date of Registration:

Telephone: Home:  Other:  Mobile:

Email:

Postal Address (Please print):

Previous Address (Please print):

 Attach a **certified copy** of photographic proof of identity (i.e. Driver's Licence or Passport).  
A certified copy of a document is a copy that has been certified as a true and accurate record of the original by either a Justice of the Peace, a Commissioner for Taking affidavits (e.g. Solicitor or Barrister) or a Notary Public.

Identification Type: \_\_\_\_\_ Number: \_\_\_\_\_

I hereby apply for a replacement Certificate of Registration for the following reasons:

Police Incident Report No.  (Please provide the police incident report no. if you have reported the loss/theft to police)

Please provide details of the circumstances surrounding the loss/theft of your Certificate of Registration:



## Privacy

The personal information you provide in this form will be used to determine your eligibility for a replacement Certificate of Registration and to maintain the Register of Teachers. Extracts of the Register of Teachers are available for public inspection and your name, registration number and expiry date will be published on the Register of Teachers on the Board's website at <http://crmpub.trb.sa.edu.au/teachersearch.aspx>

Relevant information may be released to other teacher regulatory authorities to ensure effective national exchange of information, to Australian Criminal Intelligence Commission to obtain a National Criminal History Record Check, to universities to confirm academic results or in other circumstances as specified in the Act.

Requests for access to documents containing personal information held by the Board will be considered in accordance with the *Freedom of Information Act 1991* and *South Australian Government Cabinet Administrative Instruction Number 1, 1989 (reissued 2013)* known as the "Information Privacy Principles Instruction".

## SA Government Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG)

The Privacy Committee of the Government of South Australia has granted agencies and organisations exemption from compliance with Information Privacy Principle 10(b) under the ISG. The ISG enables personal information to be shared without consent when it is agreed that there is an anticipated risk of harm, abuse or neglect to a child, young person or member of their family or if there is a risk to the person or to public safety. The Teachers Registration Board will seek informed consent in all situations where it is considered safe to do so.

If you require further information about the release of personal information under the ISG please contact the Manager, Investigations by phone on 08 8226 5984 or refer to the TRB website at [www.trb.sa.edu.au](http://www.trb.sa.edu.au) for more general information.

If you are concerned that your personal information has been shared inappropriately, please contact the Registrar, Teachers Registration Board of South Australia by phone on 08 8253 9700.

## Please note:

This agency has implemented the ISG. This means that this agency will work closely with other agencies to coordinate the best support for you and your family. Under the ISG your informed consent for the sharing of information will be sought and respected in all situations unless:

- it is unsafe or impossible to gain consent or consent has been refused; and
- without information being shared, it is anticipated a child, young person or member of their family will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public safety.

**Submit your completed form in person or by email.**

**Post:**  
Teachers Registration Board of South Australia PO Box 3649  
RUNDLE MALL SA 5000

**Email:** [info@trb.sa.edu.au](mailto:info@trb.sa.edu.au)