Plumbers, Gasfitters and Drainlayers Board

Level 4, 45 Johnston Street
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www.pgdb.co.nz

Declaration for the replacement of licence card

Please fill out this form if you need a replacement of your licence card.

There is no fee for this process, but you need to provide proof of your identity and the reason you require a replacement.

Please email this completed form and required documentation as separate PDFs to licensing@pgdb.co.nz.

What information do I have to provide?

When submitting a declaration for the replacement of licence card, you must confirm your identity.

You will need to provide a certified copy of one of the following documents:

1. Your New Zealand drivers' licence (current or expired up to two years)
2. Your New Zealand passport (current or expired up to two years).

What is a certified copy?

A certified copy of a document is one that has been officially declared to be correct. This can be done by taking the original document and a good quality photocopy of it to **either**:

1. a lawyer, **or**
2. Justice of the Peace, **or**
3. Court Registrar.

They will check the photocopy against the original, and then sign the photocopy to say they certify it as a true and correct copy of the original. This service is usually free of charge.

What if I don't have a drivers' licence or passport?

If you do not hold a New Zealand drivers' licence or passport, you must provide certified copies of one primary document and on secondary document for the tables below. At least one of these documents must include a photograph of you.

Table one: Primary Documents	
Document type:	**Issuing agency/authority**
Overseas passport (New Zealand working visa/permit) *	Overseas authority
New Zealand certificate of identity (issued under the Passports Act 1992)	Department of Internal Affairs (Identity Services)
New Zealand firearms licence*	NZ Police
New Zealand birth certificate issued on or after 1 January 1998 carrying a unique identification number (this must be certified by Justice of Peace or Court Registrar)	Department of Internal Affairs (Identity Services)
New Zealand citizen certificate	Department of Internal Affairs (Identity Services)
**These documents can be current or expired up to two years, all other documents must be current.*	

Table two – Supporting Documents	
Document type:	**Issuing agency/authority**
18+ card	Hospitality Association of New Zealand
Community services card	Ministry of Social Development (MSD)
SuperGold card	MSD
Veteran SuperGold card	MSD
New Zealand student photographic identification card	Educational Institution
New Zealand employee photographic identification card	Employer
New Zealand electoral roll record	Electoral Commission
New Zealand issued utility bill or bank statement*	Utility provider or Bank
Overseas drivers licence	Overseas licensing authority
Steps to freedom form	Department of Corrections
**These documents can be current or expired up to two years, all other documents must be current.*	

DECLARATION FOR THE REPLACEMENT OF LICENCE CARD

APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

I, full name:	
of (address):	
Occupation:	

Authorisation number:		**Date of birth:**	

DECLARATION:

I, solemnly and sincerely declare that my licence card recording my:

Licence type(s):	
Was lost/stolen/damaged on or about:	
The circumstances were:	
If stolen, said loss has been reported to the police on:	

I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE AND BY VIRTUE OF THE OATHS AND DECLARATIONS ACT 1957.	
Signature of applicant:	
Declared at:	
On this day of:	
Witnessed by: **(This must be signed by the Justice of the Peace or Lawyer)**	
Name: **(Name Justice of the Peace or Lawyer)**	

STAMP OF JUSTICE OF THE PEACE OR LAWYER:

CHECKLIST:	
☐	Certified copy of current New Zealand drivers' licence or passport attached

APPLICANTS DECLARATION:

By submitting this application, I declare that the information I have provided is true and correct.

Please see our Privacy Statement to understand how we collect, use, share and store your personal information, including when we collect it from others or verify it with third parties, and how you can access and correct your personal information.

Find our Privacy Statement at https://www.pgdb.co.nz/resources/website_privacy_statement/

☐	I have read and understand the Privacy Statement		
Applicants signature:		**Date:**	