

REQUEST FOR REPLACEMENT OF IDENTIFICATION CARDS

- This form should be used if you are requesting new journeyman identification cards. Complete, sign and return to Apprenticeship and Occupational Certification.
- If you require a photo, please visit one of our Apprenticeship offices to have your photo taken.
- There is a \$20.00 fee for replacement of a photo identification card.

IMPORTANT REMINDERS

- Type or print clearly
- Incomplete forms will not be processed
- Sign and date your form
- Include a cheque or money order payable to the Minister of Finance
- Mail your form to the address provided or deliver it to the Apprenticeship and Occupational Certification office nearest to you.

INSTRUCTIONS FOR FILLING OUT THE FORM

S.I.N.:	Social Insurance Number
Client Id No. :	Not required / office use only
Region :	Not required / office use only
Occupation name:	Name of occupation(s) for which you are requesting replacement cards
Occ. Code :	Not required / office use only
Application No. :	Not required / office use only

PERSONAL SECTION : Complete all fields

REPLACEMENT OF DOCUMENT SECTION

Replacement requested:	Please check box beside the document you are requesting
Number issued on document:	This refers to your certificate and/or diploma number (If unknown, please indicate)
Date issued:	Date your document was originally issued
Reason for replacement:	Give brief explanation for your request. Ex.: lost, stolen, and worn out.

SIGNATURE OF JOURNEYMAN AND DATE: Please don't forget to sign and date the application.

CONSENT TO DISCLOSE INFORMATION: Sign and date if you authorize our Branch to disclose information respecting your participation in the apprenticeship program and/or occupational certification program for the purposes of providing verification of your apprenticeship registration, and/or your certification, to assist in securing, promoting, and maintaining employment; to determine your eligibility for apprenticeship and occupational certification programs in other jurisdictions; to assist with inter-provincial labour mobility; and, for program planning and labour market research.