



To ensure your application can be processed immediately, all aspects of the application must be correctly completed. If this is not the case your application will be held up until all requirements are supplied.

To assist you in correctly completing all of the requirements the following checklist should be ticked off as you complete each section.

Photograph

Have you enclosed a current passport size colour photograph of the applicant? On the reverse side is it written "This is a true likeness of (name of the Applicant) and signed by someone, other than the applicant, over the age of 18 years?"

Applicant Details

Are "Applicants Details" completed?

Employer/Company Details

Are "Employer Details" completed?

Is your employer's Refrigerant Trading Authorisation (AU number) included?

Licence Required

Have you inserted the Licence Code required in the space provided?

Documentary Evidence in Support of Application

Have you listed, in the space provided, the documentary evidence you have enclosed in support of your application? (If you do not have the exact qualification indicated you should go to a training provider for advice. A number of Registered Training Providers are listed at www.arctick.org)

Is your documentary evidence certified (that is, has each document been certified as a true and correct copy of the original)?

(People who can certify these documents include, Justice of the Peace, Police Officer, Pharmacist, Certified Practising Accountant, Medical practitioner)

Suitability Questionnaire

Is the "Suitability Questionnaire" completed?

You must respond to all questions. Answering "Yes" to any of the questions will not necessarily prevent you from receiving a licence

Applicant's Declaration

Is the "Applicant's Declaration" completed?

(This must be signed and witnessed by someone over the age of 18 years)

Payment Details

Have you supplied payment? If you are not paying by credit card, please enclose your cheque or money order with your application

Address

Have you addressed your envelope to:

Locked bag 3033

Box Hill

Victoria 3128

Thank you for your Cooperation

The ARC Team