

Application for Replacement - Amateur Radio Operator's Certificate of Proficiency

Delegation/Release of Information to Third Party

The Australian Communications and Media Authority (ACMA) has, under subsection 122A (1) of the *Radiocommunications Act 1992* (Act), delegated the power to issue certificates of proficiency to the University of Tasmania (UTAS). The Australia Maritime College (AMC), an institute of UTAS, provides the service for issuing certificates. *The Privacy Act 1988 (Cth)* (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles. As the delegate of the ACMA for the purpose of issuing amateur radio certificates of proficiency, these obligations also apply to AMC.

AMC may collect personal information if it is reasonably necessary for, or directly related to, one or more functions or activities as delegated by the ACMA. The purpose of the collection of the personal information in this application form is to issue you with a replacement/verification of an amateur radio certificate of proficiency. The AMC will not use the information for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the Privacy Act. If you do not provide the information, we will be unable to process your application for a certificate of proficiency. Further information on the Privacy Act and the ACMA Privacy policy is available at www.acma.gov.au/privacypolicy. The UTAS privacy policy is available at <http://www.utas.edu.au/privacy>. The Privacy policy contains details about how you may access personal information about you that is held by the AMC, or seek the correction of such information. AMC contact details are located at the top of this form. It also explains how you may complain about a breach of the Privacy Act and how we will deal with such a complaint.

Application Information - refer page 2.

Applicant Details (minimum age is 16 years)	
Surname (please print):	
Given Names:	
Mr.:	Ms.:
Other:	
Date of Birth:	
Please supply at least one contact detail	Phone : ()
	Mobile:
	Email address :
Address (postal)	
State:	Postcode:
Declaration	
I understand that it is a serious criminal offence to make false or misleading information statements in this application or to provide false or misleading information to a Commonwealth entity under sections 136.1 and 137.1 of the <i>Criminal Code</i> . The statements and information made in this document are true in every particular.	
Signature of Applicant	Date
Details of Original Certificate (if known)	
Original Certificate Number:	
Date of Issue:	

Photo- name on back	
Please supply one current, colour passport size photograph of yourself (no hats, sunglasses or other obstructions). This can be as a hard copy or an electronic copy as an attachment .JPG file.	Include one good quality photo.
Certificate	
<input type="checkbox"/> Amateur Operator's Certificate of Proficiency (Advanced) (AOCP[A]) <input type="checkbox"/> Amateur Operator's Certificate of Proficiency (AOCP) <input type="checkbox"/> Amateur Operator's Limited Certificate of Proficiency (AOLCP) <input type="checkbox"/> Amateur Operator's Certificate of Proficiency (Standard) (AOCP[S]) <input type="checkbox"/> Novice Amateur Operator's Certificate of Proficiency— (NAOCP) <input type="checkbox"/> Novice Limited Amateur Operator's Certificate of Proficiency— (NLAOCP) <input type="checkbox"/> Amateur Operator's Certificate of Proficiency (Foundation) (AOCP[F])	

This section OMC Office use only:	
Date Received:	Date Accepted:
Receipt Number:	
Authorised:	
Date Notified:	

Fees - Payable on Application. The fee payable is the current fee as published on our website www.amc.edu.au/industry/amateur-radio Late payment will be the published charges at date of payment. Please choose one option:

- Cheque/money order payable to: University of Tasmania ABN 30 764 374 782
 Visa or Mastercard, details below. Online payment at www.amc.edu.au/industry/amateur-radio Receipt number: _____

Card Holder's Name: _____ Signature: _____

AR006 (November 2019)

Card Number _____ Expiry Date mm/yy ____/____ Amount \$ _____

Application Information

1. Return of Application

Forms can be submitted by post or email. Emailed forms require a supporting document for verification of the photo (which should be attached to an email as a .jpg file). The supporting document will not be printed and will be deleted once verification has been made.

Post: Australian Maritime College, Locked Bag 1394, Launceston, Tas, 7250.

Email: ar.amc@utas.edu.au

2. Original Certificate Lost, Destroyed or Mutilation

In the case of the loss, destruction or mutilation of a certificate, the application must be accompanied by the current fee and an up to date photograph. In the case of mutilation then the certificate should either be returned with the application or if emailed - send a photo of the certificate cut into 2-3 pieces.

3. Change of Name

Where the issue of a replacement certificate is required because of a change of name, the application must be accompanied by; the original certificate, current fee, an up to date photograph and documentary proof of the change (such as a copy of a marriage certificate, a deed poll extract or divorce papers). Persons sending photocopies of such documents should have the copy certified as being a true copy of the original.

4. Fees

The current fee for replacement/verification should accompany all applications for replacement. Follow this link for the current fee: <http://www.amc.edu.au/industry/amateur-radio> .

5. Incomplete Applications

For your application to be processed quickly, make sure your application form is completed correctly. Where a request for reissue is incomplete, the applicant will be advised in writing of what is required to complete the application. The applicant will have 30 days from the date of the letter to provide the missing data otherwise the application will be returned and payment may be forfeited.