Please be aware that this Extract of Records Request is only for those people who have undertaken and **completed** an apprenticeship in the Northern Territory of Australia and are after Trade papers.

| **Extract of Records Request** |
| --- |
| **Contact details of requestee** (authority to obtain information on the apprentice behalf) |
| Name |  |
| Company |  |
| Phone |  | Mobile |  |
| Fax |  | Email |  |
| Postal address |  |
| **Apprenticeships details** (details of apprentice information required) |
| Name |  |
| Date of birth |  |
| Phone |  | Email |  |
| Apprenticeship area |  |
| Start date |  | Completion date |  |
| Employer |  |
| Information requested (for example, trade certificate) |  |
| Apprentice signature |  |
| Date |  |
| Please forward copies of apprenticeship records by Post [ ]  Email [ ]  |

Please note that we require two (2) forms of visible identification, one of which must be photographic, for example, copy of your driving license.

**Delta Helpdesk**

Department of Business

GPO Box 3200

Darwin NT 0801

t: (08) 8935 7732

e: deltahelpdesk@nt.gov.au