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](mailto:deltahelpdesk@nt.gov.au)