



# Application to **AMEND or REPLACE** a **TATTOOIST LICENCE** under the *Tattoo Industry Act 2012*

OFFICE USE ONLY												
Application No:	-											
Trim No:												

**NOTE**  
 All documentation accompanying your application that displays your name must show your name written and spelt in exactly the same way (unless you provide acceptable documentary evidence of a change of name).

Please use a BLACK or BLUE PEN. Print clearly within the boxes in CAPITAL LETTERS.

## 1 CURRENT TATTOOIST LICENCE DETAILS

1.1 Provide your Tattooist licence details as currently held by the Security Licensing & Enforcement Directorate.

LICENCE NUMBER

EXPIRY DATE (dd/mm/yyyy)   /   /

LAST NAME

GIVEN NAME(S)

DATE OF BIRTH   /   /

## 2 REASON FOR APPLICATION

2.1 What is the reason for this application? Please tick one or more of the following:

- Change of name  Fee \$55 - Go to section 3.1
- Change of Address and/or Contact Details  No Fee - Go to section 3.2
- Change of other Personal Details  No Fee - Go to section 3.3
- Replace Lost, Stolen, Destroyed, or Damaged Licence Card  Fee \$55 - Go to section 4.1

## 3 CHANGE OF NAME, ADDRESS OR CONTACT DETAILS

3.1 **Change of Name**  
 Provide the full last name and any given name(s) by which you are NOW known and provide an original certified copy of an acceptable change of name document with your application

LAST NAME

GIVEN NAME(S)

3.2 **Change of Address and/or Contact Details**  
 Provide your current address and contact details. Your residential address must be a street address as a PO Box is NOT acceptable.

RESIDENTIAL ADDRESS

SUBURB/TOWN  STATE  POSTCODE

POSTAL ADDRESS (IF SAME AS RESIDENTIAL ADDRESS WRITE 'AS ABOVE')

SUBURB/TOWN  STATE  POSTCODE

TELEPHONE NO (BUSINESS HOURS)

MOBILE OR OTHER

EMAIL ADDRESS

3.3 Change of Other Personal Details.

What other details do you want to change? Please specify below.

Four empty text input boxes for specifying details to be changed.

4 REPLACE LOST, STOLEN, DESTROYED OR DAMAGED LICENCE

4.1 I am applying for a replacement Tattooist licence card as my licence card has been: (select appropriate box)

Lost or Stolen 
Destroyed or Damaged

5 APPLICATION FEE

5.1 If a fee is applicable, full payment MUST accompany your application. Applicable fees for FY 2023-2024 are shown in Section 2 of this application. Payment can be made by cheque, money order or credit card. Cheques and money orders are to be made payable to NSW Police Force. DO NOT SEND CASH.

Indicate your payment method.

Payment by: Cheque  Cheque Number [input]
Money Order  Money Order Number [input]
Credit Card  ONLY MasterCard and VISA are acceptable. Credit Card payments are subject to a 0.44% merchant fee.
MasterCard  Visa 
Credit Card number [input] Expiry Date [input] Amount \$ [input]
Cardholder's Name (BLOCK LETTERS) [input] Cardholder's Signature [input]

6 DECLARATION AND CONSENT

6.1 You must complete and sign the Declaration and Consent. There are severe penalties for providing information that is false and/or misleading.

I, (Print full name) [input]:
• certify that the information contained in this application is true and correct in every detail;
• understand that giving false or misleading information is a serious offence;
• consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;
• have attached all documents where requested by this application; and
• have attached a cheque or money order or supplied credit card details for the correct fee.

SIGNATURE [input] DATE (dd/mm/yyyy) [input]

7 APPLICATION CHECKLIST

7.1 Please tick that you have:

- Completed all relevant sections;
 Provided, if applicable, an original certified copy of an acceptable change of name document:
(Acceptable change of name documents must show a clear link between all your names and are limited to the following):
• Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if you were married elsewhere, a certified copy of the marriage certificate issued by the celebrant or church
• Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages
• Full birth certificate showing your name at birth and your new name (Extracts and Commemorative certificates are NOT acceptable)
• Divorce decree
• Deed poll registered with the relevant authority
• Instrument evidencing change of name registered in the Land Titles Office)

- Signed the Declaration and Consent;
- Attached all relevant supporting documentation – Ensure that you provide original certified copies of all documents – **EACH PAGE that has been photocopied** must be signed by a Justice of the Peace, Legal Practitioner or Public Notary as a true and correct copy of the original; and
- Provided the correct payment.

**Post the completed application form and supporting documentation (if relevant) to:**

Security Licensing & Enforcement Directorate  
NSW Police Force  
Locked Bag 5099  
PARRAMATTA NSW 2124

**IMPORTANT:  
YOUR APPLICATION WILL BE DELAYED IF IT IS NOT FULLY COMPLETED AND/OR YOU HAVE NOT PROVIDED THE REQUIRED DOCUMENTATION AND FEE PAYMENT.**