



Request for a Duplicate Licence or Certificate

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This form is designed to be used with the FREE Adobe Acrobat Reader application.
[Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Application fee

Please refer to our website for the [current prescribed fees](#).

Where a licence/certificate/registration has been **stolen**, no fee is payable on provision of a police report number.

Enquiries

Licensing Advice Line: 1300 304 064

Licensing Email: clicensing@lgirs.wa.gov.au

General Enquiries: 1300 304 054

Overseas Callers: +61 8 6251 2969

Lodgement options

In person

Customer Service
Level 1, Mason Bird Building
303 Sevenoaks Street CANNINGTON
Hours: 8:30am to 4:30pm, Monday to Friday

By post

Licensing Services
Department of Local Government, Industry
Regulation and Safety
Locked Bag 14
CLOISTERS SQUARE WA 6850

This request must be made by the licence holder or an authorised contact (i.e. director, partner) of the licensed entity

Licensee Name	
Licence/Certificate Number (use the Online Licence Search if unsure of the number)	
Licensee email address	
Licensee mobile number	
Licensee postal address	
Reason for request	
<input type="checkbox"/> Lost <input type="checkbox"/> Destroyed <input type="checkbox"/> Other _____ <input type="checkbox"/> Stolen – Police report no. _____	
Signature of licence holder or authorised contact	

THIS FORM MUST NOT BE EMAILED

Credit card payment details

Card Type Visa Mastercard (only Mastercard and Visa accepted)

Card Number

Cardholder Name Expiry Date

Cardholder Signature: Date Contact Number

I authorise the Department to deduct the current prescribed fee*