

INFORMATION SHEET

Registered training organisations lodging high risk work licence applications

This information is provided for registered training organisations submitting high risk work licences (HRWL) on behalf of students.

1. Ensure the current version of the [application form](#) is used.
2. Check that the applicant has:
 - provided a residential address
 - answered all Section 6 probity questions
 - signed and dated the declaration correctly.
3. Attach supporting documents in the following order:
 - a. application form
 - b. NOA
 - c. SOA
 - d. identification documentation.
4. Ensure the applicant's name and date of birth are printed on the back of the photographs.
5. Glue or tape the applicant's photograph to Section 5 of the application form. **Do not use a staples or paper clip**
6. If a single receipt for a bulk submission is required, include your credit card details on the cover sheet. Do not include credit card details on the individual application forms.
7. For bulk submissions (three or more applications lodged at Customer Service counter at once) include a cover letter.

The cover sheet must:

- a. include the full name of each applicant
 - b. identify if the application is for a new HRWL or additional classes to an existing licence
 - c. identify the class of work being applied for
 - d. credit card details
 - e. a statement authorising payment.
8. Check that all sections are completed accurately and all documents provided.

To avoid processing delays please ensure the following:

- All requirements of the application checklist are attached.
- The Notice of Assessment (NOA) has been correctly completed and issued to the applicant within 60 days of the application being lodged.

The applicant cannot work if the NOA was issued more than 60 days before the application is received.

Applications lodged in bulk are not assessed for completeness at the Customer Service counter.

Applicants will be sent an email the day after an application is entered into our system confirming receipt of the application.

If the department contacts an applicant to obtain additional information, the applicant must provide the required information within 28 days. If the information is not received within the timeframe the application will be withdrawn.

Please note: Application fees for high risk work licences are non-refundable.