



Request Copy or Extract of the Register

Form
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The information you are seeking may be available for free on our online search at www.commerce.wa.gov.au/building-and-energy/find-registered-builder or www.commerce.wa.gov.au/building-and-energy/plumbers-licensing-search.

Please note email and telephone details cannot be released under the relevant legislation.

Requestor Details

Name			
Address			
Telephone		Email	

1. Copy of a register

<input type="checkbox"/> Builder	<input type="checkbox"/> Painter
<input type="checkbox"/> Building Surveyor	<input type="checkbox"/> Plumber
<input type="checkbox"/> Building service register limited to a class of building service contractor	(specify class)
<input type="checkbox"/> Additions/deletions to a building service register from	(specify date)

2. Copy of a single entry

<input type="checkbox"/> Builder	<input type="checkbox"/> Painter
<input type="checkbox"/> Building Surveyor	<input type="checkbox"/> Plumber
Name of licence or registration holder (individual, company or partnership)	

3. Format required

<input type="checkbox"/> Uncertified copy (excel)	<input type="checkbox"/> Certified copy
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4. Fee payable

Please ensure the payment slip over the page is completed. For information regarding the required fee for the register/extract you are requesting, go to www.commerce.wa.gov.au/building-and-energy/building-and-energy-fee-schedules.



Payment methods

In person

Pay by cash, cheque, money order, credit or debit card at the Customer Service counter.

Department of Mines, Industry Regulation and Safety
 Level 1, 303 Sevenoaks Street
 Cannington WA 6107

Office hours are:
 Mon–Fri 8:30 am to 4:30 pm.

OFFICE USE

By post

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to:

Department of Mines, Industry Regulation and Safety
 Licensing Services Branch
 Locked Bag 100
 EAST PERTH WA 6892

BPAY and online payment are not available for this request

PAYMENT

Payment method

Cash Cheque Money order Credit card

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee(s)**

Signature / Authorisation Date

Cardholder's contact phone number

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only					
Total Fee	\$	Department Code	<input type="checkbox"/> BD	Chart Description	<input type="checkbox"/> BC Builders Register – Copy
			<input type="checkbox"/> BC		<input type="checkbox"/> BC Bld Surv Register – Copy
			<input type="checkbox"/> PT		<input type="checkbox"/> BC Painters Register – Copy
			<input type="checkbox"/> PL		<input type="checkbox"/> Plumbers Register – Copy