

APPLICATION FORM B INFORMATION GUIDE

INFORMATION ABOUT APPLYING FOR TEACHER REGISTRATION UNDER THE MUTUAL RECOGNITION PRINCIPLE

Notification to the Teacher Registration Board of the Northern Territory under
Section 19 of the *Mutual Recognition Act 1992 (Cth)*
or Section 18 of the *Trans-Tasman Mutual Recognition Act 1997 (Cth)*

Application

A person may notify the Teacher Registration Board of the Northern Territory (the TRB or the Board) they are seeking registration as a teacher under the Mutual Recognition Principle provided they hold current registration with a teacher registration authority in another Australian State or Territory, or in New Zealand.

The notification must be:

- made in the approved form (Application Form B);
- accompanied by the required documents; and
- accompanied by the required fee.

A person should not notify the Board seeking registration as a teacher if:

- he or she is the subject of disciplinary proceedings in any State;
- his or her registration in any State is cancelled or currently suspended as a result of disciplinary action;
- he or she is otherwise personally prohibited from carrying on the occupation of teacher in any State;
- he or she is subject to any special condition in carrying on the occupation of teacher as a result of criminal, civil or disciplinary proceedings in any State.

Lapsed Registrations

If your registration as a teacher in the first State is no longer financial (i.e., you have allowed your registration to lapse by non-payment of the annual registration fee), then you are not considered registered in that jurisdiction. You are therefore not entitled to apply for registration in the Northern Territory under the Mutual Recognition Principle. Consult the regulatory authority in the first State for advice on restoring your registration.

Application Processing and Assessment

Your application under the Mutual Recognition Principle will be processed and assessed by TRB staff then approved by the TRB Director before being noted by the Board at one of its scheduled meetings. This process generally takes between 10 days and one month to complete.

Deemed registration is granted when you first lodge your completed application under the Mutual Recognition Principle. However it is a condition that you must pay the approved fees and be issued with a teacher registration number before you can undertake the duties of a teacher.

The Board then has one month to decide whether to grant (with or without conditions), postpone (for up to six months) or refuse your **substantive registration**. During this time, the TRB office will take steps to verify the accuracy of the registration information you have provided by contacting the relevant teacher registration authority/ies.

Once the TRB office has verified the accuracy of the information you have provided, the Board will notify you in writing (via e-mail) when a decision is made to grant, postpone or refuse **substantive registration**.

If you are granted substantive registration, there will be a **condition** placed on your substantive registration relating to the payment of the **application fee**. This will be lifted once you have paid the fee, after which time you will be sent a TRB Registration Certificate.

Grant of Registration

From 1 September 2010, if you are granted substantive registration, you will be granted either Provisional Registration (for a term of 3 years) or Full Registration (for a term of 5 years), with or without a condition.

Imposition of Conditions on Registration

If a registration authority has placed a condition on your registration as a teacher, the Board may also impose the same condition on your registration. If the Board imposes a condition on your registration, you will be advised in writing by the Board in due course.

GUIDE TO COMPLETING APPLICATION FORM B

To enable the Board to properly consider your application and record accurate information in the Register of Teachers, you must complete all sections of Application Form B as they apply to you.

Section 1: Personal Details

Please provide your personal details including all previous names. As email is the preferred mode of communication by the Board, your email address will be required.

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Teacher Registration Board of the Northern Territory, please indicate here and provide your TRB registration number (if known). You may not need to provide all required documentary evidence if you have been previously registered or granted authorisation by the TRB.


Please contact the TRB office for advice.



All applicants must provide evidence of their birth name and current name.


Evidence of birth name includes a certified copy of a **birth certificate** or **extract of birth certificate**. A baptismal certificate is not acceptable.

Evidence of current name must include photo ID, for example a certified copy of a current passport, Australian driver's licence or any other official licence or photo ID card.

 Applicants who have changed their name are required to provide evidence of all previous names and name changes.

Documentary evidence of all previous names and name changes if changed legally (officially) includes marriage certificate, decree nisi, deed poll, change of name document.

For assumed names (i.e., where not changed legally or officially), a Statutory Declaration explaining the date the name was assumed must be provided.

 Applicants with identity documents *in a language other than English* are required to provide an official translation into English.

Translations into English must be prepared and certified as correct by an official translation service or an accredited translator.

Privacy statement

The personal information you provide on Application Form B is required under the Act. The personal information you provide will be used to:

- assess your eligibility for Provisional or Full Registration;
- ensure the Register of Teachers is current;
- give effect to the statutory functions and administration of the TRBNT; and
- enable the TRBNT to contribute to the Australian Teacher Workforce Data project (ATWD), as discussed below.

If you do not provide the Board with the personal information requested on the application form, we may not be able to process your application.

The personal details you have provided may be disclosed where necessary for the Board to perform its functions.

An extract of the Register of Teachers is available online to allow members of the public to inspect it. For the protection of your private information only your name, registration number, category of registration and financial expiry date will be available on the Online Register. Personal details will not appear on the Online Register.

The TRBNT is contributing to the Australian Teacher Workforce Data project (ATWD) and will disclose information about teachers registered in the Northern Territory to the Australian Institute of Health and Welfare (AIHW) for the purposes of the ATWD.

The ATWD will only include linked, de-identified data to be used for reporting and research purposes. AIHW will never disclose the personal information it receives from the TRBNT and the use of personal information is subject to the *AIHW Act 1987* and the *Privacy Act 1988 (Cwth)*. Teachers will not be identifiable in any reports on ATWD data. Further information is available at <https://www.aitsl.edu.au/research/australian-teacher-workforce-data-strategy>

Section 2: Payment Options for Applicants

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during those months will be granted registration for the remainder of that year and all of the following year.
- Payment may be made to cover a minimum of **one** calendar year to a maximum of **three** calendar years.

- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payments must be made in Australian dollars.
- The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA, MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are **non-refundable**
- Please note that fees are subject to increase annually as of 1 July in line with the CPI as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009*.

Section 3: Qualifications

Once registered, the Board must record your qualifications in the Register of Teachers.

It will assist the Board if you provide information about your preservice (initial) teacher education qualification/s and other completed tertiary qualifications.

Documentary evidence is not required. However certified copies of your final Academic Transcripts will assist the work of the Board and complete your record held on file.

Section 4: Mutual Recognition

You must indicate all the States in which you hold current (financial) registration/accreditation as a teacher, the category of registration you hold in each State (e.g., Registered, Provisional Registration, Full Registration, Subject to Confirmation), your registration number/s and your financial expiry date/s.

All applicants must attach a certified copy of all current registration certificate/s or registration card/s.

Section 5: Permission to Release Information

The TRB may make inquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your registration to teach or other matters related to this notice. Once you are registered, your name, registration number, category and financial expiry date, will appear publically on the Online Register of Teachers via the TRB website.

Release of any information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act*, the *Mutual Recognition Act 1992 (Cth)*, the *Trans-Tasman Mutual Recognition Act 1997 (Cth)* and the *Information Act*.

Section 6: Current or Expected School Appointment in the NT

Once registered, the Board must record the business address at which you will be teaching in the Register of Teachers.

If you have been offered a teaching position in the Northern Territory, it will assist the Board if you record the details here.

Once you have been allocated your TRB Registration Number you are permitted to commence teaching in the Northern Territory.

7. Declarations re: Special Conditions Imposed

Please read each question carefully and answer truthfully.

If you answer 'yes' to the first question you must attach a certified copy of the letter from the relevant authority advising you that the condition has been imposed. This will assist the Board in determining whether to impose the same condition on your registration as a teacher in the Northern Territory.

Section 8: Statutory Declaration

Please read and complete the Statutory Declaration carefully.

Please ensure you specify.

- which State is your "first State", i.e. the State from which you are seeking registration in the Territory under the Mutual Recognition Principle – not the Northern Territory
- whether you are applying under Section 19 of the *Mutual Recognition Act 1992* or Section 18 of the *Trans-Tasman Mutual Recognition Act 1997*;
- the category of registration sought: Full Registration or Provisional Registration; and,
- whether you have enclosed a complete and accurate copy of your current registration certificate/s or the original of your current registration certificate.

Your signature on the Statutory Declaration **must** be witnessed by a person aged over 18.

Please note that a person making a false statement in a statutory declaration may be committing a criminal offence under the *Oaths Act*. Penalties apply.

Section 8: Australian Criminal History Check

All teachers registered under the *Mutual Recognition Act 1992* and the *Trans-Tasman Mutual Recognition Act*, are required to provide a current Australian criminal history check within 3 months of being granted registration by the Board.

Current means the police check issue date is not more than 3 months before or 3 months after the date that NT registration is granted.

SAFE NT is the business unit of the NT Police that has sole responsibility for conducting Australian criminal history checks and issuing Working With Children Clearances (Ochre Cards) for employment purposes in the NT. SAFE NT is located at 77 Smith Street, Darwin. Ph 1800 723 368. E-mail: safent.police@nt.gov.au.

It is mandatory for teachers to hold an NT Working With Children Clearance (WWCC) for employment purposes, as well as a criminal history check for teacher registration purposes.

A national criminal history record check is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your criminal history record details to the Board when applying for your WWCC by:

- Online application – tick the box to '**Notify the Teachers Registration Board**' and confirm your consent
- Hard copy application – sign the '**Teachers only**' release under Section D.

If you have a current WWCC (Ochre Card) or National Police Certificate that was issued **more than 3 months prior** to the date of lodging your teacher registration application, you must apply to SAFE NT for a National Police Check. **The specified purpose of the check must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified the check will not be accepted for teacher registration in the

Northern Territory. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements. Once your **National Police Certificate** has been issued please post either the original or a certified hard copy to the Teacher Registration Board.

Section 10: Australian Citizenship / Residency / Work Visa

Answering questions in this section is optional. The information is gathered for statistical purposes only and the answers you supply will not affect the outcome of your application.

HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, Notary Public** or **TRBNT staff** are accepted.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then make the following written statement on every page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with official stamp if the organisation has one
- Include JP number if applicable

Your application will not be processed unless copies of all documents are correctly certified.

*Guidelines for **Certification of Documents** can be found on the [TRB website](#).*

LODGING YOUR APPLICATION

Please mail your application to:

Teacher Registration Board of the Northern Territory
GPO Box 1675
Darwin NT 0801
AUSTRALIA

Or you may lodge your application in person to:

Teacher Registration Board of the Northern Territory
Level 4, 22 Harry Chan Avenue, Darwin 0800

Faxed or emailed applications will not be processed.

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents.

Inquiries within Australia

Toll-free: 1800 110 302

Remember: You are not permitted to undertake the duties of a teacher until you have received formal approval of your registration (and lifting of condition re: payment) in writing (by email), from the office of the Teacher Registration Board.

FORM B: APPLICATION FOR TEACHER REGISTRATION UNDER MUTUAL RECOGNITION

1. PERSONAL DETAILS

Family Name					
Given Names					
Preferred Name (if applicable)					
All Previous Names including given and family names					
Title, e.g. Mr/Mrs/Ms/Miss/Dr		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Date of Birth						
Place of Birth	Town		State		Country	






Contact Details

Telephone BH		Telephone AH		Mobile	
Email					

Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

Have you applied for registration with the Teacher Registration Board of the Northern Territory previously? Your TRB No.: _____	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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		No. of pages attached
	ATTACH a certified photocopy of your birth certificate or extract of birth certificate indicating the name given to you at birth plus the place and date of your birth. A baptismal certificate is not acceptable .	
	ATTACH a certified photocopy of photo identification indicating your current name (e.g., current passport). If you do not have a current passport, then a current Australian driver's licence or other official licence or photo ID card.	
	If applicable, ATTACH certified photocopies of documentary evidence of all previous names and name changes if changed legally (officially). For example, marriage certificate, decree nisi, deed poll, change of name document .	
	If applicable, ATTACH an original Statutory Declaration of the name change and the date of the name change where not legally changed (i.e., all assumed names).	
	If applicable, ATTACH a certified photocopy of official translation into English of any identity documents not in the English language.	

2. PAYMENT OPTIONS


Please note the following:

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during these months will be granted registration for the remainder of that year and all of the following year
- All applicants for registration pay an Initial Registration Fee of \$126 which is comprised of the registration fee for the applicant's first registration year (\$90) plus an application processing fee (\$36).
- Registration Fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Applications will not be processed unless the Initial Registration Fee is paid.
- Payment may be made to cover a minimum **one** year period to a maximum **three** year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are non-refundable

Name of Applicant:	
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Registration required for year(s): Please tick:	Dec 2019 1	2020 2	2021 3
Total	\$126 <input type="checkbox"/>	\$216 <input type="checkbox"/>	\$306 <input type="checkbox"/>

Payment Total	\$		for		years (please specify number of years)
(RTM 35R999 134131)					
Personal Cheque	<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>	Money Order	<input type="checkbox"/>
VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>		<input type="checkbox"/>
Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Card Holder	<input type="text"/>			Card Expiry Date	<input type="text"/>
Signature	<input type="text"/>			Date	<input type="text"/>

	ATTACH cheque or money order here if applicable.
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3. QUALIFICATIONS

It will assist the Board if you provide the following information about your **pre-service** (initial) teacher education qualification/s and other completed tertiary qualifications.

Please indicate your teaching qualification/s. [See next table for non-teaching qualifications.]

Name of Qualification	Name of Institution	State or Country	Year Completed	Course Length (full-time equiv)

Please complete one of the questions below.

1.	How many Supervised Practice Teaching days did you complete as part of your teaching qualification?		Days
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OR

2.	How many years of teaching have you completed?		Years
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Have you completed any other tertiary qualifications, for example, Graduate Diploma?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, please provide details:

Name of Qualification	Name of Institution	State or Country	Year Completed	Course Length (full-time equiv)

Mutual recognition applies between Australian and New Zealand teacher registration authorities. This means that the TRB accepts the assessment of your qualifications made in another State. Under Mutual Recognition you do not have to provide copies of academic transcripts to the TRB.

However attaching **certified photocopies** of your final Academic Transcripts would assist the work of the Board and would complete your file.

The TRB asks you to provide details of your qualifications in order to record them in the Register of Teachers, as required by section 26 of the *Teacher Registration (NT) Act*.

4. MUTUAL RECOGNITION

I am currently registered as a teacher in:

Jurisdiction	Teacher Registration Authority	Tick	Registration Category	Registration Number	Financial Expiry Date
Queensland	Queensland College of Teachers	<input type="checkbox"/>			
Victoria	Victorian Institute of Teaching	<input type="checkbox"/>			
South Australia	Teachers Registration Board of South Australia	<input type="checkbox"/>			
Tasmania	Teacher Registration Board Tasmania	<input type="checkbox"/>			
Western Australia	Teacher Registration Board of Western Australia	<input type="checkbox"/>			
New Zealand	Education Council New Zealand	<input type="checkbox"/>			
Australian Capital Territory	Teacher Quality Institute	<input type="checkbox"/>			
New South Wales	New South Wales Education Standards Authority	<input type="checkbox"/>			

Please ensure you include all jurisdictions where you are currently registered/accredited. Please provide your Registration Category (Full, Provisional, etc.), Registration Number and Financial Expiry Date.



ATTACH a certified copy of all your current registration/accreditation certificate/s or current registration card

5. PERMISSION TO RELEASE INFORMATION

The TRBNT may make inquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your registration to teach or other matters related to this notice. Once you are registered, your name, registration number, category and financial expiry date, will appear publically on the Online Register of Teachers via the TRB website.

Release of any information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act 2004*, the *Mutual Recognition Act 1992 (Cth)*, the *Trans-Tasman Mutual Recognition Act 1997 (Cth)* and the *Information Act 2002*.

- a) I hereby authorise the Teacher Registration Board of the Northern Territory or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my registration to teach or any other matter relating to my registration that arises under the *Teacher Registration (Northern Territory) Act 2004*. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority and the exchange of information with the Screening Authority established under section 196 of the *Care and Protection of Children Act 2007*.
- b) I give permission for my name, registration number, category of registration and financial expiry date to be available to the public on the Online Register of Teachers via the TRBNT website.
- c) I give permission for my de-identified individual registration information to be provided to the Australian Institute of Health and Welfare for the purposes of the Australian Teacher Workforce Data Strategy.

Name of Applicant		Signature of Applicant		Date
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6. CURRENT OR EXPECTED SCHOOL APPOINTMENT IN THE NT (if applicable)

It will assist the Board if you provide the name of the school at which you will be teaching.

This will be recorded in the Register of Teachers but will not appear on the Online Register.

Name of School/Institution					
Commencement date					
Full-time		Part-time		Relief	
Nature of appointment if not classroom teacher					

7. DECLARATIONS RE: SPECIAL CONDITIONS IMPOSED

You are required to answer this question so that the Board can establish whether any special conditions exist in relation to you carrying on the occupation of teacher in any Australian State or Territory or New Zealand.


If a registration authority has placed a condition on your registration or accreditation as a teacher, the Board may also impose the same condition on your registration. Additional information is sought in order to assist the Board to determine whether to impose the same condition on your registration as a teacher in the Northern Territory.

Is your occupation as a teacher in any Australian State or Territory or in New Zealand subject to any special conditions, limitations or restrictions?	Yes		No	
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If **NO**, go on to Section 7.

If **YES**, please answer the questions below:

Specify the special condition/s (if more than one condition, please number them):
What authority imposed this condition?
Why did the authority impose this condition?
To what date is this condition valid (if applicable)

	<p>ATTACH a certified copy of the letter from the relevant authority advising you of the condition imposed.</p>
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8. STATUTORY DECLARATION

I, _____
(Full name of applicant)

of _____
(Full address of applicant)

do solemnly and sincerely declare as follows:

- I am currently registered as a teacher in **(identify one State only)** _____.
- I am seeking registration as a teacher in the Northern Territory (the 'second State') in accordance with the Mutual Recognition Principle under **(tick relevant Act)**:
Section 19 of the Mutual Recognition Act 1992 relevant to QLD, VIC, WA, SA, TAS, NSW or
Section 18 of the Trans-Tasman Mutual Recognition Action 1997 relevant to New Zealand
- The category of registration I am seeking in the Northern Territory and equivalent to my current registration is **(tick category)**:
Full Registration or
Provisional Registration
- This notice is accompanied by **(tick relevant statement)**:
a complete and accurate certified copy of my current registration certificate/cards or
the original of my current registration certificate/cards
- In relation to my occupation as a teacher, I am not the subject of disciplinary proceedings in any Australian State or Territory or in New Zealand, including any preliminary investigations or actions that might lead to disciplinary proceedings.
- My registration as a teacher in any Australian State or Territory or in New Zealand has not been cancelled or is not currently suspended as a result of disciplinary action.
- I have not been otherwise personally prohibited from carrying on my occupation as a teacher in any Australian State or Territory or in New Zealand as a result of criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand.
- My occupation as a teacher is not subject to any special conditions as a result of criminal, civil, or disciplinary proceedings in any Australian State or Territory or New Zealand.
- The only special conditions to which I am subject in carrying on the occupation of teacher in any Australian State or Territory or New Zealand are those that I have specified in Section 6.
- I consent to the Teacher Registration Board of the Northern Territory making inquiries of, and exchanging information with, any registration authority in any Australian State or Territory or New Zealand regarding my activities as a teacher or other matters relevant to this notice.
- I have completed and read this Application Form B and I conscientiously believe that the information I have provided, and the documents I have submitted, are true in every particular.

And I make this solemn declaration by virtue of the Oaths Act acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

This declaration must be witnessed before a person who has attained the age of 18 years.

Declared by _____ at _____
 (Signature of applicant) (Town/Place)

This _____ day of _____, _____
 (Date of month) (Month) (Year)

before me _____
 (Full name of witness)

Signed _____ Phone _____
 (Signature of witness) (Business hours telephone of witness)

9. CRIMINAL HISTORY CHECKS

AUSTRALIAN CRIMINAL HISTORY CHECK

If you are currently living in Australia or have ever lived in Australia you must arrange for the Board to be provided with the results of a current police check conducted by SAFE NT. Current means the police check issue date is not more than 3 months prior to the date when your application for teacher registration is received.

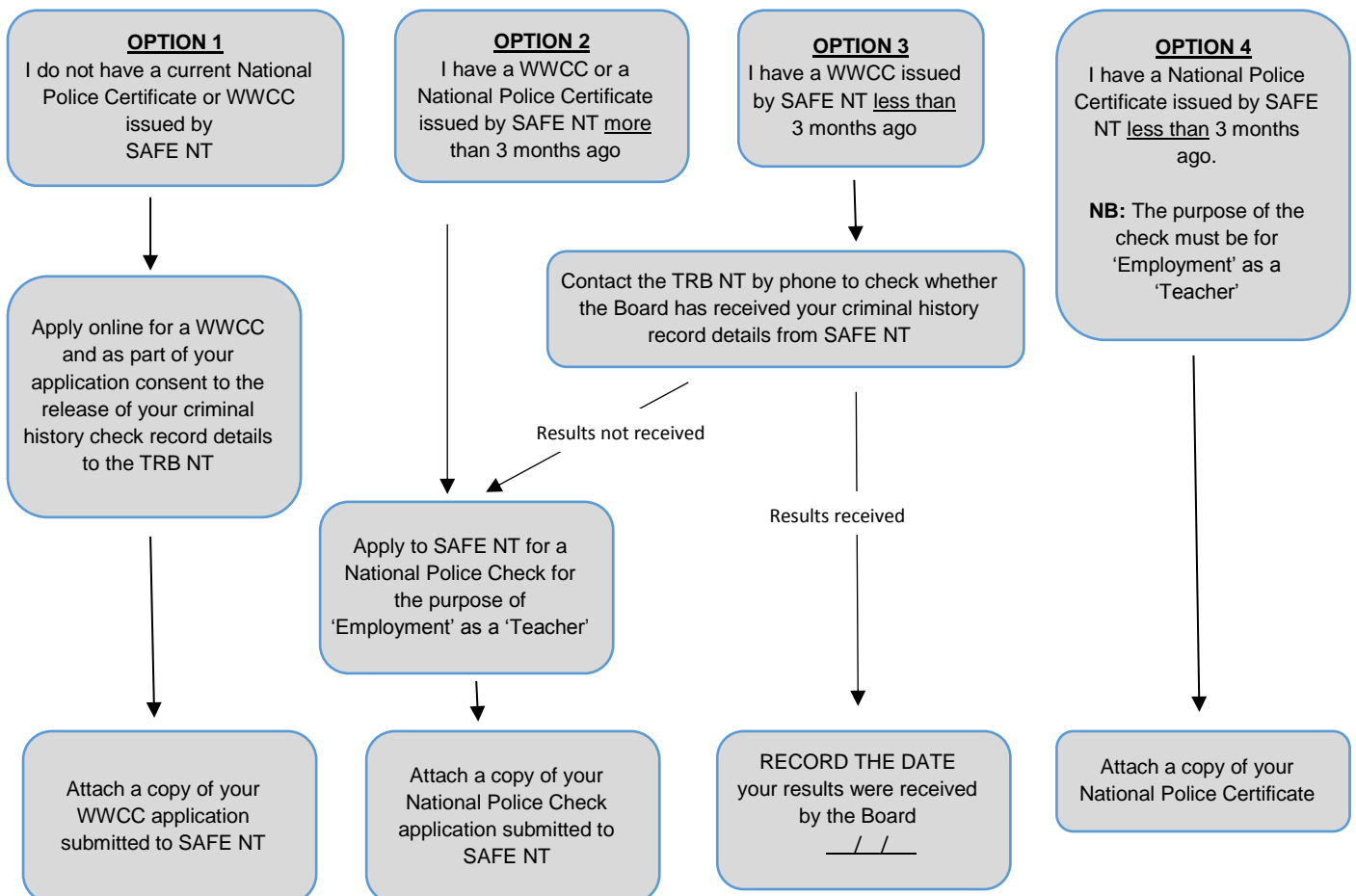
It is mandatory for teachers to hold an NT Working with Children Clearance (WWCC) for employment purposes as well as a criminal history check for teacher registration.


A national criminal history record check is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your criminal history record details to the Board when applying for your WWCC by:

- Online application – tick the box to **'Notify the Teachers Registration Board'** and confirm your consent
- Hard copy application – sign the **'Teachers only'** release under Section D

If you have a current WWCC (Ochre Card) or National Police Certificate that was issued **more than 3 months** prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a new National Police Check. **The specified purpose of the check must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified the results will not be accepted for teacher registration in the Northern Territory. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Select the option applicable to you, complete the relevant action and attach the required information.



 **ATTACH** a copy of your **Working with Children Clearance application** or your **National Police Check application** or a **certified copy** of your **National Police Certificate**

10. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA

Answering questions in Section 9 is optional. Information is for statistical purposes only.

Are you an Australian citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you are not an Australian citizen :				
Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold permanent resident status in Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a visa to work in Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, Public Notary, or TRBNT staff** are accepted.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on every page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with official stamp if the organisation has one
- Include JP number if applicable

Your application will not be processed unless copies of all documents are correctly certified.

This is your checklist – please use it to ensure you have completed all sections of your application form, but do not include it with your application.

Have you completed the form in full?	<input type="checkbox"/>
Have you attached certified documentary evidence of: <ul style="list-style-type: none"> • Name, date and place of birth? <input type="checkbox"/> • Current name and all name changes? <input type="checkbox"/> • Your final Academic Transcripts (to complete your file)? (Section 3) <input type="checkbox"/> • Current registration certificate/card? (Section 5) <input type="checkbox"/> • Conditions letter (if applicable)? (Section 6) <input type="checkbox"/> • A copy of your submitted Working With Children Clearance or National Police Check application form <u>OR</u> current National Police Certificate issued by SAFE NT (Section 8) <input type="checkbox"/> 	
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person? (See Documentary Evidence for full details)	<input type="checkbox"/>
Have you provided official translations into English of any documents not in English?	<input type="checkbox"/>
Have you signed the Permission to Release Information statement? (Section 4)	<input type="checkbox"/>
Have you completed and signed the Statutory Declaration? (Section 7)	<input type="checkbox"/>
Has your Statutory Declaration been witnessed? (Section 7)	<input type="checkbox"/>
Have you attached the fee payment?	<input type="checkbox"/>

Please do not submit your application until all sections of the form have been completed and all required documents are attached.

How to complete the process:

Step 1: Print completed form

Step 2: Attach all certified copies

Step 3: Lodge complete application with the Board by post or in person

Lodging Your Application

Your application and payment may be mailed to:	Or you may lodge your application in person to:
Teacher Registration Board of the Northern Territory	
GPO Box 1675 Darwin NT 0801	Level 4, 22 Harry Chan Avenue, Darwin 0800

We are unable to accept applications lodged by fax or e-mail.

DISCLAIMER The information on this form is subject to change without notice. All care has been taken to ensure that the information on this form is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or [website](#).