

## APPLICATION FORM E INFORMATION GUIDE

INFORMATION FOR APPLYING FOR RENEWAL (EXTENSION) OF PROVISIONAL REGISTRATION

### Application

A teacher with provisional registration in the Northern Territory may apply to the Teacher Registration Board of the Northern Territory (the Board) for a renewal (extension) of provisional registration under the provisions of the *Teacher Registration (Northern Territory) Act* (the Act).

Application must be:

- Except with the Board's approval – made within the prescribed period before the term of the applicant's registration ends; and
- Made in the approved form; and
- Accompanied by the documents required by the approved form; and
- Accompanied by the prescribed fee.

### Who should complete FORM E?

A provisionally registered teacher who is unable to transition to full registration within the prescribed period, and has a category expiry date of 31 December in the current year.

A teacher can apply for renewal of provisional registration if:

- they are provisionally registered and their current three-year term of registration is expiring;
- they are not able to meet the eligibility requirements to transition from provisional to full registration;
- their **current** term of provisional registration has not previously been renewed

### Application processing and assessment

The office of the Board makes every effort to ensure that applications are processed expeditiously, however it may take longer to process an application if:

- the application is incomplete;
- additional resources are needed to assess the application; or
- the application is submitted during peak recruitment periods.

Once the application has been processed and presented to the Board for decision, the applicant will be notified of the outcome.

#### PHONE

1800 110 302 (Toll free)  
+ 61 08 8944 9388

#### WEBSITE

[www.trb.nt.gov.au](http://www.trb.nt.gov.au)

#### EMAIL

[trb@trb.nt.gov.au](mailto:trb@trb.nt.gov.au)

#### POSTAL ADDRESS

GPO Box 1675  
DARWIN NT 0801

## The Board may seek further information

To decide whether an applicant is eligible for registration, the Board may:

- with the permission of the applicant – seek information about the applicant from a referee for the applicant; and
- consider any information given by the referee.

In addition, the Board may require the applicant to give the Board any further information it considers necessary to decide the application.

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## GUIDE TO COMPLETING APPLICATION FORM E

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

## 1. PERSONAL DETAILS

Please ensure you provide:

- personal details including all previous names.
- e-mail address (as this is the preferred mode of communication)

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 E is required by the Act.

The personal information you provide will be used to:

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

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.

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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 Board 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* (Cth).

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>

## 2. REASON FOR RENEWAL (EXTENSION) OF PROVISIONAL REGISTRATION

It is expected that teachers will transition to Full Registration within the initial three-year period of Provisional Registration.

If you have not met the requirements for Full Registration within the three year term of Provisional Registration, you are asked to provide information pertaining to the reasons why you have not been able to transition.

**Please note: Teachers who do not meet the requirements for Full Registration by the end of the renewed Provisional Registration period will be required to re-apply for Provisional Registration.**

## 3. SAFE NT – WORKING WITH CHILDREN CLEARANCE/NATIONAL POLICE CHECK

To be granted a renewal (extension) of Provisional Registration the Board requires the results of a current National Police Check (not older than 2.5 years at the date of receipt of this application [FORM E] and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT.

You can check this on your TRB Online Services under Current Registration Details.

<https://trbaccount.ntschoools.net/Login.aspx>.

**\*A Current police check means the issue date is not more than 2.5 years prior to the date when your application for teacher registration was lodged.**

**\*A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.**

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**If you do not hold a current SAFE NT Working with Children Clearance/National Police Check:**

Please apply to SAFE NT for a WWCC, as a National Police check is conducted as part of the WWCC process, it is recommended that you provide your permission to SAFE NT to release your National Police check results directly to the Board when you apply for the 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.

To apply go to the [SAFE NT website](#)

**If you have a current WWCC or a National Police Certificate** that was issued **more than three months prior** to the date of lodging your teacher registration application, you must apply to SAFE NT for a current 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.

Once your **National Police Certificate** has been issued please post either the original or a certified hard copy to the Board.

To apply go to the [SAFE NT website](#)

#### 4. OVERSEAS CRIMINAL HISTORY CHECK

If you have lived overseas for 12 months or more, since being granted Provisional Registration, you must provide a criminal history clearance from any jurisdiction/country in which you have lived for 12 months or more. **Overseas police checks must cover the applicant’s entire period of residency in all applicable countries.**

Please click [here](#) to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

**Or**

Please visit the [Department of Immigration and Citizenship](#) website for information on the process for sourcing the required criminal history checks from overseas countries.

Please provide evidence of your application for an overseas criminal history check if you are unable to supply the results of the check at the time of application and if you anticipate delays.

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## 5. PROFESSIONAL DEVELOPMENT REQUIREMENT

Section 36(3) of the Act provides that if registration is granted, it is subject to the condition that the teacher comply with the requirements of the Professional Development Framework approved by the Board.

You must provide evidence that you have met the minimum requirements of the Professional Development Framework by submitting a Professional Development Log, aligned to the Australian Professional Standards for Teachers.

All registered teachers are required to complete at least 100 hours of relevant professional development activities within a five-year period.

Although you may not have the required hours suitable to transition to full registration, **you are required to demonstrate evidence that you are working towards meeting the requirements of this condition.**

## 6. DECLARATIONS

Please read each question carefully and answer truthfully. If you are unsure about the information you are required to disclose, please visit:

<https://www.trb.nt.gov.au/registration/eligibility-registration#FitnessandPropriety> for more information.

If you answer 'Yes' to any question you must provide full details in a letter marked 'Confidential' and addressed to the Director of the Board. You are encouraged to seek independent legal advice, particularly in relation to spent convictions.

Answering 'Yes' to any of the questions will not automatically result in your application being rejected. Each application is considered on its merits.

## 7. PERMISSION TO RELEASE INFORMATION

You are being asked to give permission to 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 your registration to teach or any other matter relating to your registration that arises under the Teacher Registration (Northern Territory) Act. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority.

You are also being asked to give permission for your name, registration number, category of registration and financial expiry date to be available to the public on the Online Register of Teachers via the TRB website, once your renewal of Provisional Registration has been granted.

The Board 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 your registration. Once you are registered, your name, registration number, category and financial expiry date, will appear publically on the online Register of Teachers via the Board's website.

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Release of any information will be strictly within the confidentiality provisions of the Act and the relevant privacy legislation.

## 8. STATUTORY DECLARATION

Please read the Statutory Declaration carefully.

Your signature on the Statutory Declaration **must** be witnessed by a person over the age of 18 years. Please note that a person making a false statement in a statutory declaration may be committing a criminal offence under the *Oaths, Affidavits and Declarations Act 2010*, and the *Teacher Registration (Northern Territory) Act 2004* as per section 73A Penalties apply.

## 9. PAYMENT

Under section 40A (2) of the Act, if a registered teacher fails to pay the registration fee by the date it is due, the teacher's registration ceases on the day after that date.

**If you wish to remain registered from 1 January next year**, payment of the annual fee is due by 31 December this year. You may complete your payment details in this application.

- Payment may be made to cover a minimum of one calendar year to a maximum of two 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 Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

## PROVIDING FALSE OR MISLEADING STATEMENTS

*Section 73* of the *Teacher Registration (Northern Territory) Act* (the Act) provides that a person in connection with an application for registration or in providing information or giving evidence under this Act must not:

- make a statement knowing it to be false or misleading; or
- omit any matter knowing that without that matter the information is misleading.

**Maximum penalty: 100 penalty units.**

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### PROVIDING DOCUMENTARY EVIDENCE

All documents you supply to support your application must be the original or a certified copy of the original.

**Photocopies or scanned copies are not acceptable.**

The documentary evidence required to accompany your application includes the following:

ISSUE	DOCUMENTARY EVIDENCE	MUST BE SUPPLIED
Identity and name changes	Documentary evidence of change of name (e.g., Birth Certificate or extract)	Applicants who have changed their name legally (officially) but not yet advised the Board
	Statutory Declaration regarding names assumed and on what dates	Applicants who have assumed a new name but not yet advised the Board
	Official translation of documents into English	Applicants with identification documents in another language
Fit and Proper	Evidence of a valid Working with Children Clearance (Ochre Card) Current National Police Check (within 2.5 years)	All applicants
Good Character and/or Competence	Letter to the Director, providing full details of the circumstances of the issue	Prospective employees who answered "Yes" to any of the questions in Section 4 (Declarations)
Professional Development Requirement	Professional Development Log aligned to the Australian Professional Standards for Teachers, indicative of period of service	All applicants

### HOW TO CERTIFY DOCUMENTS

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officer, 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 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.



## LODGING YOUR APPLICATION

### 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

### 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

**Emailed applications will not be processed.**

**Incomplete applications will not be processed.**

**Electronic signatures will not be accepted.**

**The Board is unable to waive requirements for documents.**

#### **Inquiries within Australia**

Phone: (08) 8944 9388

Toll-free: 1800 110 302

#### **Inquiries outside Australia**

Phone: +61 8 8944 9388

#### **PHONE**

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+ 61 08 8944 9388

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### APPLICATION FORM E

APPLICATION FOR RENEWAL (EXTENSION) OF PROVISIONAL REGISTRATION

#### 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					

#### Residential Address




Street or PO Box							
Suburb		State		Country		Postcode	

#### Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

#### CHANGE OF NAME

If you have changed your name and not advised the Board, please provide documentary evidence of the name change.

		No. of pages attached
	If you have changed your name legally (officially), <b>ATTACH certified copies</b> of documentary evidence of the name change. For example, <b>marriage certificate decree nisi, deed poll, change of name document.</b>	
	If you have not changed your name legally (i.e. an assumed name) <b>ATTACH</b> an original <b>Statutory Declaration</b> of the name change and the date of the name change	
	If applicable, <b>ATTACH evidence of official translation into English</b> of any change of name documents not in the English language	

Please refer to the FORM E guide attached to this form for details on how to correctly certify documents.

### 2. REASON FOR RENEWAL (EXTENSION) OF PROVISIONAL REGISTRATION

Extended Leave  <input type="checkbox"/>	Not Working in the NT  <input type="checkbox"/>	Unable to Secure Employment  <input type="checkbox"/>	Currency and/or Evidence Requirement not Met  <input type="checkbox"/>
Other <input type="checkbox"/>	Please provide a brief explanation below.		

### 3. SAFE NT – WORKING WITH CHILDREN CLEARANCE/NATIONAL POLICE CHECK

To be granted a renewal (extension) of Provisional Registration the Board requires the results of a current National Police Check (not older than 2.5 years at the date of receipt of this application [FORM E] and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT.

The Board may have the results of a current National Police Check (NPC) on file for you. To check, log into your TRB Online Services account to view your NPC Issued date under Current Registration Details.



TRB Online Services <https://trbaccount.ntschoools.net/Login.aspx>

Record the Issue Date of your last National Police Check here	/ /
Record the Expiry date of your current Working with Children (Ochre Card)	/ /

If your NPC issue date falls within the last 2.5 years, go onto **Section 4**.

If your NPC issue date is older than 2.5 years, you must apply to SAFE NT for a current 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 and you will be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Apply for a National Police Check online through SAFE NT: <https://forms.pfes.nt.gov.au/safent/>

		No. of pages attached
	<b>ATTACH a certified photocopy</b> of your <b>National Police Certificate</b> , for the purpose of 'Employment' as a 'Teacher' issued by SAFE NT	
	<b>ATTACH a certified photocopy</b> of your current <b>Working with Children (Ochre) Card</b> .	

### 4. OVERSEAS CRIMINAL HISTORY CHECK

Since being granted Provisional Registration in the Northern Territory, have you lived overseas for 12 months or more?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to **Section 5**.

If **YES**, you must complete the table below and provide a criminal history clearance from each country.



Please click [here](#) to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

Or

Please visit the [Department of Immigration and Citizenship](#) website for information on the process for sourcing the required criminal history checks from overseas countries:

Overseas countries in which I have lived for 12 months or more since being granted Provisional Registration in the Northern Territory	Period of Residence	
	From	To

All overseas criminal history clearances must cover the entire period of residence in the above listed countries.

		No. of pages attached
	<b>ATTACH</b> evidence of having applied for the relevant criminal history check/s (e.g., <b>photocopy of receipt</b> or completed application form). All documents must be in English or officially translated into English.	
	<b>ATTACH a certified photocopy of the criminal history check/s results from any applicable overseas country.</b> Applicants with police clearances in a language other than English must supply certified photocopies of <u>both</u> the original [untranslated] document and official English translation.	


### 5. PROFESSIONAL DEVELOPMENT REQUIREMENT

The *Teacher Registration Board (Northern Territory) Act 2004* has embedded the requirement that all Northern Territory (NT) teachers adhere to the Professional Development Framework to promote and encourage the consistent and continuous professional development of teachers.

All registered teachers are required to meet the minimum requirement of the framework. A teacher is required to complete 100 hours of professional development over 5 years (equating to 20 hours per year).


You are required to document your professional development in a log aligned to the Australian Professional Standards for Teachers.

Although you may not have the required hours suitable to transition to full registration, you are required to demonstrate evidence that you are **working towards** meeting the requirements of this condition.

		No. of pages attached
	ATTACH a copy of your <b>Professional Development Log</b>	

### 6. DECLARATIONS

1. Have you been refused registration, licensing or classification as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended or withdrawn in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there, or have there been any conditions been imposed on your registration as a teacher, either in the Territory or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary action (which involves formal notification e.g. a letter) either from an employer and/or from a teacher regulatory authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you <b>ever</b> been convicted or found guilty of a <b>notifiable</b> offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you ever been charged with a <b>notifiable</b> offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

		No. of pages attached
	If you answered <b>Yes</b> to any of the above questions, please provide full details addressing the situation in support of your good character. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

#### A notifiable offence means:

An offence against a law in force in the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more; or

An offence outside the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more.

For information on teacher notification obligations, visit [Teacher notification obligations](#)

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DARWIN NT 0801

### 7. PERMISSION TO RELEASE INFORMATION

- (a) I hereby authorise the Board 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
- (b) I acknowledge my name, registration number, category of registration and financial expiry date will be available to the public on the online Register of Teachers via the Board's 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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### 8. STATUTORY DECLARATION

The statutory declaration is to be witnessed by a person over the age of 18 years

I, \_\_\_\_\_  
(Full name of applicant)

of \_\_\_\_\_  
(Full residential address of applicant)

do solemnly and sincerely declare that I have completed and read this Initial Application for Authorisation form to be employed as an unregistered person in the Northern Territory 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, Affidavits and declarations Act 2010* acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

Declared by \_\_\_\_\_  
(Signature of Applicant) \_\_\_\_\_  
(Town/Place)

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Date) (Month) (Year)

before me \_\_\_\_\_  
(Full name of witness)

Signed \_\_\_\_\_ Phone \_\_\_\_\_  
(Signature of witness) (Business hours telephone of witness)

## PRIVACY STATEMENT

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

- assess your eligibility for renewal (extension) of Provisional Registration;
- ensure the Register of Teachers is current;
- give effect to the statutory functions and administration of the TRB; 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>

## 9. PAYMENT

<b>As your term of registration is expiring at the end of the current year, to remain registered from 1 January next year you will need to pay your 2024 annual fee below:</b>													
Payment Total	\$101 for 2024											(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"/>			
Card Number													
Name on card:							Card Expiry:						
Card holder Signature:							Date:						

## HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officers, 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

Please note, the Board only accept the original certified copy that the certifier has physically signed on with a wet signature. Copies of certified copies of documents will not be accepted.

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

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### APPLICANTS CHECKLIST

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

Have you completed FORM E in full, or the relevant sections to your registration status?	<input type="checkbox"/>
Have you attached your Professional Development Log?	<input type="checkbox"/>
Have you attached a copy of your valid ochre card?	<input type="checkbox"/>
Have you completed the Declarations? (Section 6)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 8)	<input type="checkbox"/>
Have you attached a letter to the Director (if applicable)?	<input type="checkbox"/>
Have you attached documentary evidence of all name changes (if applicable)?	<input type="checkbox"/>
Have you included payment (if applicable)?	<input type="checkbox"/>
Have you had relevant documents translated into English (if applicable)?	<input type="checkbox"/>
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	<input type="checkbox"/>

**PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL ALL SECTIONS OF THE FORM HAVE BEEN COMPLETED AND ALL REQUIRED DOCUMENTS ARE ATTACHED**

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 e-mail.**

**DISCLAIMER** The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information 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](http://www.trb.nt.gov.au).