FORM B: Notification for Registration

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 apply for teacher registration to the Teacher Registration Board of the Northern Territory (the Board) 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.

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. Consult the regulatory authority in the first State for advice on restoring your registration.

If you are registered as a teacher in Victoria, you are deemed to be registered for up to 3 months after the expiry of your registration. An application for registration under the Mutual Recognition Principle will be accepted up to 3 months after the expiry of your Victorian registration.

Application Processing and Assessment

Your application under the Mutual Recognition Principle will be processed and assessed by the office of the Board, then approved by the Director of the Board before being noted by the Board at one of its scheduled meetings. This process generally takes between ten 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 NT 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 office of the Board will take steps to verify the accuracy of the registration information you have provided by contacting the relevant teacher registration authority/ies.

Once the office of the Board 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 registration.

Grant of Registration

If you are granted 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 conditions.

Imposition of Conditions on Registration

If your first state has placed a condition on your registration as a teacher, the Board may also impose a similar 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 ensure you provide:

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

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Board, please indicate here and provide your NT 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 Board.

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, current NT Working with Children Clearance (Ochre Card) or any other official licence.
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 in Application Form B is required under the *Teacher Registration (Northern Territory) Act 2004* (the Act). The personal information you provide will be used to:

- confirm your registration with the jurisdictions you hold current registration with
- ensure the Register of Teachers is accurate
- give effect to the statutory functions and administration of the Board; and
- enable the Board 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 publicly accessible Register of Teachers. Personal details will not appear on it.

The Board contributes 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 Board and the use of personal information is subject to the *Australian Institute of Health and Welfare Act 1987* (Cth) 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

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 Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

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, Accreditation, Subject to Confirmation), your registration number/s and your financial expiry date/s.

All applicants must attach either a certified copy of your current registration/accreditation certificate/card **or** a copy of your electronic registration certificate from the Jurisdiction that you are currently residing in or applying under Mutual Recognition from.

Section 5: Permission to Release Information

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 this notice. Once you are registered, your name, registration number, category and financial expiry date, will appear publicly on the online Register of Teachers via the Board 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*.

Section 6: Current or Expected School Appointment in the Northern Territory

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 Registration Number you are permitted to commence teaching in the Northern Territory.

Section 7: Declarations

Please read each question carefully and answer truthfully.

If you answer 'yes' to any of the questions in section 7(b), you are NOT eligible for registration under mutual recognition and your application will be rejected. You may instead choose to apply for registration in the Northern Territory as a new applicant using Form A. Please note the Board will also take into consideration any matters in other jurisdictions in deciding if you are eligible for registration in the NT.

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 in which you currently hold teacher registration not the Northern Territory;
- whether you are applying under section 19 of the *Mutual Recognition Act 1992* (Cth) or section 18 of the *Trans-Tasman Mutual Recognition Act 1997* (Cth);
- the category of registration sought i.e. 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, Affidavits and Declarations Act 2010*.

Section 9: Australian National Police Check

All teachers registered under the *Mutual Recognition Act 1992* (Cth) and the *Trans-Tasman Mutual Recognition Act 1997* (Cth), are required to provide the results of both a current Australian National Police check, (NPC) a valid Northern Territory Working with Children Clearance (WWCC) also known as an Ochre Card conducted by SAFE NT within three months of being granted registration by the Board.

Current means the NPC issue date is not more than three months before or three months after the date that Northern Territory registration is granted.
Valid WWCC means it has not expired or been revoked or cancelled.

If you do not hold a current WWCC /NPC
Please apply to SAFE NT for a WWCC. As a NPC is conducted as part of the WWCC process, it is recommended that you provide your permission to SAFE NT to release your NPC 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.

This allows you to avoid applying and paying for two separate checks. To apply go to the SAFE NT website.

If you have a current WWCC or a NPC 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 new NPC.
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 **NPC** has been issued, please post either the original or a certified hard copy to the Board.

https://forms.pfes.nt.gov.au/safent/Apply.aspx?App=CHC

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**, **NT Police Officer**, **Notary Public** or **staff of the Office of the Board** are accepted.

The relevant person must check the original and the copy to ensure that the original has not been altered and that the copy is an exact copy of the original 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.

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

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN NT 0801

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 3, 22 Harry Chan Avenue, Darwin 0800

Emailed applications will not be processed.

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents.

Electronic signatures are not accepted

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.

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/Mx/Dr		Male	☐	Female	☐	Other	☐

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	

Have you applied for registration with the Teacher Registration Board of the Northern Territory previously? Your Registration No: _____ Yes ☐ No ☐

		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 $155 which is comprised of the registration fee for the applicant's first registration year ($111) plus an application processing fee ($44).
- 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:	

Registration required for year(s): Please tick:	2026	2027 2	2028 3
Total	$155 ☐	$266 ☐	$377 ☐

Payment Total	$	for		years (please specify number of years)

(RTM 35R999 134131)

Personal Cheque	☐	Bank Cheque	☐	Money Order	☐	VISA	☐	MasterCard	☐

Card Number																

Name of Card Holder		Card Expiry Date	
Signature		Date	

ATTACH cheque or money order here if applicable.

3. QUALIFICATIONS

Please enter your Initial teacher education qualification/s below [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

OR

2.	How many years of teaching have you completed?		Years

Have you completed any other tertiary qualifications, for example, Graduate Diploma?	Yes	☐	No	☐

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 Board 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 Board.

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

The Board 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 of the Northern Territory Act 2004*.

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	☐			
Victoria	Victorian Institute of Teaching	☐			
South Australia	Teachers Registration Board of South Australia	☐			
Tasmania	Teacher Registration Board Tasmania	☐			
Western Australia	Teacher Registration Board of Western Australia	☐			
New Zealand	Education Council New Zealand	☐			
Australian Capital Territory	Teacher Quality Institute	☐			
New South Wales	New South Wales Education Standards	☐			

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 your current registration/accreditation certificate/card from the Jurisdiction that you are currently residing in or applying under Mutual Recognition from.

5. PERMISSION TO RELEASE INFORMATION

The Board may make enquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your registration to teach or other matters related to this application. Once you are registered, your name, registration number, category and financial expiry date, will appear on the public online Register of Teachers via the Board's 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*.

In submitting your application to the Board, you acknowledge that the Board, or its delegates, will:

a) Make enquiries, seek, or 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 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) Publish your name, registration number, category of registration and financial expiry date to the publicly available online Register of Teachers via the Board's website.

c) Provide your de-identified individual registration information 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

Please sign in pen

6. CURRENT OR EXPECTED SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY (if applicable)

Please provide the name of the school or other place of employment in the Northern Territory at which you will be employed.
This information 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. (a) 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 a similar condition on your registration in the Northern Territory. Additional information is sought to assist the Board to determine whether to impose a similar 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	☐

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)

📎	**ATTACH** a certified copy of the **letter** from the relevant authority advising you of the condition imposed.

7. (b) Declarations

1. Are you the subject of disciplinary proceedings in any jurisdiction (including any preliminary investigations or action that might lead to disciplinary proceedings?	Yes ☐	No ☐
2. Is your registration in any other jurisdiction (including any interim deemed registration) cancelled or currently suspended as a result of disciplinary action?	Yes ☐	No ☐
3. Are you otherwise personally prohibited from carrying out the occupation of a teacher in any other jurisdiction as a result of criminal, civil or disciplinary proceedings?	Yes ☐	No ☐
4. Are you subject to any conditions in carrying out the occupation of teacher in any other jurisdiction that were placed on you as a result of criminal, civil or disciplinary proceedings?	Yes ☐	No ☐

If you answer 'yes' to any of the questions in section 7(b), you are NOT eligible for registration under mutual recognition and your application will be rejected.

You may instead choose to apply for registration in the Northern Territory as a new applicant using Form A.

Please note the Board will also take into consideration any matters in other jurisdictions in deciding if you are eligible for registration in the NT.

8. STATUTORY DECLARATION

I, _____

(Full Name of Applicant)

of _____

(Full Address of Applicant)

do solemnly and sincerely declare as follows:

1. I am currently registered as a teacher in (Identify one state only) _____
2. 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, ACT & NSW ☐

Section 18 of the Trans-Tasman Mutual Recognition Action 1997 relevant to New Zealand ☐

3. The category of registration I am seeking in the Northern Territory and equivalent to my current registration is:
   Full Registration ☐ Provisional Registration ☐
4. This notice is accompanied by:
   a complete and accurate certified copy of my registration certificate/ card ☐
   Or
   the original or electronic copy of my current registration certificate/ card ☐
5. In relation to my occupation as a teacher, I am not the subject of disciplinary proceedings in any Australian State, Territory or in New Zealand, including any preliminary investigations or actions that might lead to disciplinary proceedings.
   Agree ☐ Disagree ☐
6. My registration as a teacher in any Australian State, Territory or in New Zealand has not been cancelled or is not currently suspended as a result of disciplinary proceedings.
   Agree ☐ Disagree ☐
7. I have not been otherwise personally prohibited from carrying on my occupation as a teacher in any Australian State, Territory to in New Zealand as a result of criminal, civil or disciplinary proceedings.
   Agree ☐ Disagree ☐
8. 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, Territory or in New Zealand.
   Agree ☐ Disagree ☐
9. The only special conditions to which I am subject in carrying on the occupation of a teacher in any Australian State, Territory or New Zealand are those that I have specified in section 7a.
   Agree ☐ Disagree ☐

Please continue over page

8. STATUTORY DECLARATION - Continued

10. I consent to the Teacher Registration Board of the Northern Territory making enquiries of and exchanging information with any registration authority in any Australian State, Territory or New Zealand regarding my activities as a teacher or other matters relevant to this notice.

    Agree ☐ Disagree ☐

11. 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

    Agree ☐ Disagree ☐

This declaration must be witnessed before a person over the age of 18 years
(Electronic signatures are not accepted by the Board, please sign in pen)

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

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

Before me
_____
(Full name of Witness)

Signed _____ Phone _____

If you disagree with any of the above, the Board may require further information.

9. SAFE NT: WORKING WITH CHILDREN CLEARANCE / NATIONAL POLICE CHECK

All applicants must arrange for the Board to be provided with the results of a current National Police Check (NPC) and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFENT. (If you are an overseas applicant, please contact us to find out how to apply).

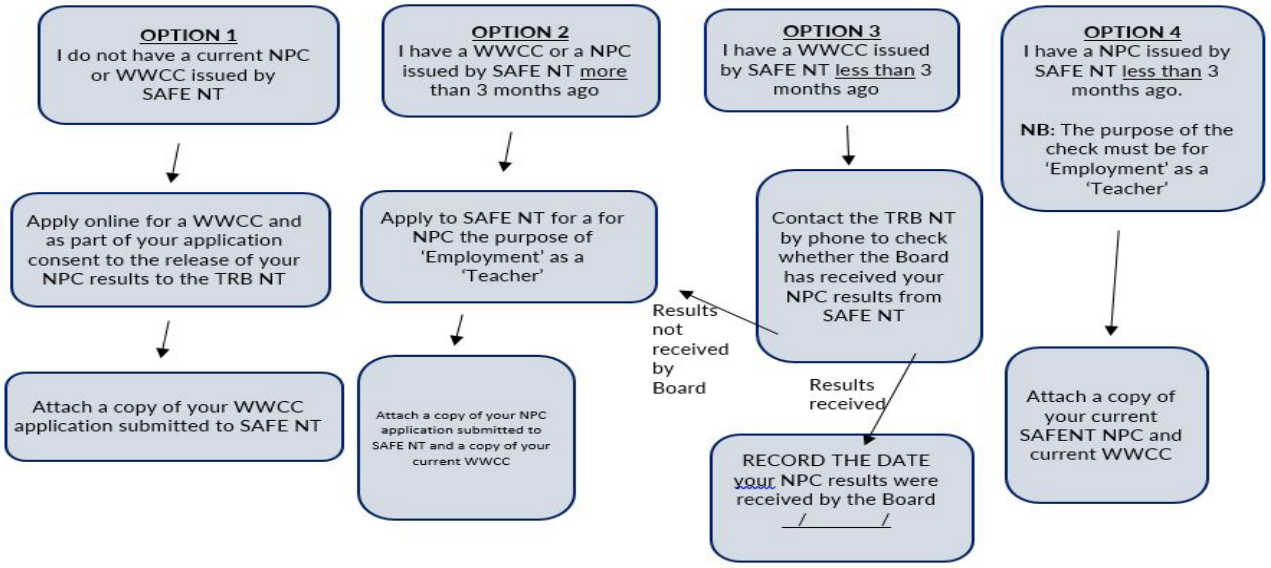
***A Current NPC means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.**
A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.

It is mandatory for teachers to hold a Northern Territory WWCC for both employment and for teacher registration as well as a NPC for teacher registration.
A NPC is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your NPC 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

To apply go to the SAFE NT website
If you have a current WWCC or NPC conducted through SAFE NT 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 new NPC. **The specified purpose of the NPC 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.



		No. of pages attached
	ATTACH a copy of your **WWCC application** or your **NPC application** or a **certified copy** of your **SAFE NT National Police Certificate/Ochre Card**	

10. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA

Answering questions in section 10 is optional. Information is for statistical purposes only.

Are you an Australian citizen?	Yes	☐	No	☐
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes	☐	No	☐
If you are **not an Australian citizen:**				
Are you a New Zealand citizen?	Yes	☐	No	☐
Do you hold permanent resident status in Australia?	Yes	☐	No	☐
Do you hold a visa to work in Australia?	Yes	☐	No	☐

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**, **NT Police Officer** or **staff of the office of the Board** are accepted.

They 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.

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?	☐
Have you attached certified documentary evidence of:	
• Name, date and place of birth?	☐
• Current name and all name changes?	☐
• Your final Academic Transcripts (to complete your file)? (Section 3)	☐
• Current registration certificate/card? (Section 4)	☐
• Conditions letter (if applicable)? (Section 7a)	☐
• A copy of your submitted Working With Children Clearance or National Police Check application form OR current NPC and WWCC (Ochre card) issued by SAFE NT (Section 9)	
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)	☐
Have you provided official translations into English of any documents not in English?	☐
Have you signed the Permission to Release Information statement? (Section 5)	☐
Have you completed and signed the Statutory Declaration? (Section 8)	☐
Has your Statutory Declaration been witnessed? (Section 8)	☐
Have you attached the fee payment?	☐

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:

1. Print the completed form
2. Ensure you have signed sections 5 & 8 in pen (electronic signatures not accepted)
3. Attach all correctly certified copies of documents
4. Lodge complete application to 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 3, 22 Harry Chan Avenue, Darwin 0800

We are unable to accept applications lodged by 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.