

# Application to Amend Registered Details for a Conveyancing Licence

**NO FEE**

*Conveyancing Act 2004*

Department of Justice  
Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018  
Ph: 1300 654 499

Email: [licensing@justice.tas.gov.au](mailto:licensing@justice.tas.gov.au) Web: [www.justice.tas.gov.au/licensing\\_and\\_accreditation](http://www.justice.tas.gov.au/licensing_and_accreditation)

## Applicant details

Surname	Given name/s	Licence number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Consumer, Building and Occupational Services must be informed within 14 days of any changes in the registered details of a conveyancer licence.

## Change of name

Previous name	New name
<input type="text"/>	<input type="text"/>

Provide certificate evidence of the name change (e.g. marriage certificate or a change of name certificate).

## Change of address or contact details

Residential address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Phone (work)	Phone (home)	Phone (mobile)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Change of business name

Previous name	New name
<input type="text"/>	<input type="text"/>

Provide certificate evidence of the business name change.

## Declaration

I (print full name)

confirm that the information supplied in this application is true and correct. I understand that if details supplied are incorrect or required information is not provided, I may be unable to get a licence.

Applicant Signature: \_\_\_\_\_ Date:

## Lodging your application and processing

Average processing time for a complete application is 3-5 days. Applications are required to be lodged through [Service Tasmania](#) outlets or post the form and documentation to:

Consumer, Building and Occupational Services  
PO Box 56, ROSNY 7018

## Personal information and protection statement

In line with the *Personal Information Protection Act 2004*, the Consumer, Building and Occupational Services Division of the Department of Justice, is collecting this information so that it can determine your eligibility to obtain the requested licence. You are required to provide this information by the *Conveyancing Act 2004*. If you do not provide all of the information requested then your application may not be processed. Your personal information will be used for the primary source for which it is collected and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Consumer, Building and Occupational Services. You may be charged a fee for this service.