



Application for a Replacement Licence

Conveyancers Licensing Act 2003

Fee: For information on fees [click here](#).

Name of licence holder seeking replacement licence:		Licence Number:	
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If licence holder is a corporation, name of director making this application:	
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I hereby certify that the authority that was issued under the *Conveyancers Licensing Act 2003* to the above-named licence holder has been lost, damaged, destroyed or stolen.

A replacement licence is requested and payment of the prescribed application fee for the replacement licence is provided as specified below.

Payment

A fee must be paid on lodgement of the application form.

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/applicationpayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number:

Note: If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

Application must be signed by the licence holder whose licence is being replaced or, if a corporation, by the above-named director.

Signature:

Date:

How to lodge this document

Email
PropertyLicensing@customerservice.nsw.gov.au

Service NSW Service Centre
For the location of your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88.