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# Application for Access to Records

## About this form

Master Builders Association SA Inc (MBASA) is committed to protecting information collected through this process and the handling of data in accordance with the *Privacy Act 1988*. All information we collect from you will be kept secure and confidential.

All requests for access to records must be signed by the person to which the records pertain.

Master Builders SA is unable to process requests for records made by person(s) other than the person to which the records pertain unless written permission from the person to which the records pertain has been granted, and evidence of this permission is provided to Master Builders SA.

**Note:** a fee may apply to the successful retrieval of records and is dependent on whether the record is stored on site or off site. Please ensure you are aware of any fees to be charged prior to submitting this application.

**Processing your application may take up to 30 working days.**

This form includes four sections:

- Personal information
- Identity verification
- Declaration
- Payment

## About records

You may elect to view or request to be provided with a copy of your records in part or in full. These records may include personal information, training / employment history with Master Builders SA (whichever is relevant) or certification documentation or history. Please note, Master Builders SA is no longer (as of 12/11/2017) a Registered Training Provider, and as such can no longer legally reproduce Qualifications or Statements of Attainment. Any past student wishing for a record of their results needs to visit the federal regulator (ASQA) website at <https://www.asqa.gov.au/students/applying-copy-student-records> and apply for their records to be released.

**NOTE:** Master Builders SA can only provide records based on the documentation it has received and will not edit or augment these records in any way.

## Applying to access records:

An ID check will be required as part of your application.

**Please note:** Records other than certification documentation are required to be retained by Master Builders SA for a period of 7 years. Master Builders SA retains records of qualifications and statements of attainment issued for 30 years. A statement of attainment is issued by a provider when an individual has completed one or more units of competency from nationally recognised qualification(s) and/or course(s).

## 1. Personal information

Student / client ID code (if known):		Given names:	
Family name:		Previous family name: (if applicable)	
Date of birth:			
Current address:			
Address relevant to record requested			
Email address:			
Postcode:			
<b>Contact numbers:</b>		Home:	
Mobile:		Work:	
Detail of information required (i.e. view personal information history, view assessment outcomes / view employment file / view performance management records / copy of assessment outcomes/ copy of personal history / employment notes in regards to ATO information etc.)			

## 2. Identity verification

Master Builders SA requires evidence of your identity.

You must provide identification from the options listed below. If you cannot provide **any of** these documents please speak to the MBASA Training Staff. You must submit this evidence when you submit your 'Application to access records' to MBASA.

### Primary documents

Only one of the following needs to be provided:

Birth certificate	<input type="checkbox"/>
Birth card issued by a registry of births, deaths and marriages	<input type="checkbox"/>
Citizenship certificate	<input type="checkbox"/>
Current passport	<input type="checkbox"/>
Driver licence issued by an Australian state or territory	<input type="checkbox"/>
Licence or permit issued under a law of the Australian Government or a state or territory government (e.g. a boat licence)	<input type="checkbox"/>
Expired passport, which has not been cancelled and which was current within the preceding two years	<input type="checkbox"/>
Other document of identity having the same characteristics as a passport (including diplomatic documents and some documents issued to refugees)	<input type="checkbox"/>

If you cannot provide a primary document (as above), then two of the following documents need to be provided

### Secondary documents

Document issued by Authorised Deposit-Taking Institutions (ADIs), banks, building societies, credit unions or registered corporations. Signatory is a known customer of at least 12 months standing.	<input type="checkbox"/>
Written reference from one of the following institutions, verifying name of signatory and signed by both referee and signatory. Signatory must be known for at least 12 months.	<input type="checkbox"/>
Another financial body certifying that the signatory is a known customer	<input type="checkbox"/>
Another customer who has been verified as a signatory by the cash dealer	<input type="checkbox"/>
Any of the following, which must contain a photograph and a name.	<input type="checkbox"/>
Identification card issued to a public employee	<input type="checkbox"/>
Identification card issued by the Australian Government or a state or territory government as evidence of the person's entitlement to a financial benefit	<input type="checkbox"/>
An identification card issued to a student at a tertiary education institution	<input type="checkbox"/>
Name and address of signatory verified from any of the following:	<input type="checkbox"/>
A document held by the cash dealer giving security over the signatory's property	<input type="checkbox"/>
A mortgage or other instrument of security held by another financial body	<input type="checkbox"/>
Must have name and address on:	<input type="checkbox"/>
A document held by a cash dealer giving security over your property	<input type="checkbox"/>

A mortgage or other instrument of security held by a financial body	<input type="checkbox"/>
Local government (council) land tax or rates notice	<input type="checkbox"/>
Document from your current employer or previous employer within the last 2 years	<input type="checkbox"/>
Land Titles Office record	<input type="checkbox"/>
Document from the <b>Credit Reference Association of Australia</b>	<input type="checkbox"/>

### Secondary documents (cont.)

Document must show your name and signature:	
Marriage certificate (for maiden name only)	<input type="checkbox"/>
Credit card	<input type="checkbox"/>
Foreign driver licence	<input type="checkbox"/>
Medicare card (signature not required on Medicare card)	<input type="checkbox"/>
Membership to a registered club	<input type="checkbox"/>
EFTPOS card	<input type="checkbox"/>
Document must show your name and address:	
Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny	<input type="checkbox"/>
Records of a public utility—phone, water, gas or electricity bill	<input type="checkbox"/>
Records of a financial institution	<input type="checkbox"/>
A record held under a law other than a law relating to land titles	<input type="checkbox"/>
Lease/rent agreement	<input type="checkbox"/>
Rent receipt from a licensed real estate agent	<input type="checkbox"/>
Document must show your name and date of birth:	
Record of a primary, secondary or tertiary educational institution attended by the applicant within the last 10 years	<input type="checkbox"/>
Record of professional or trade association of which the applicant is a member	<input type="checkbox"/>

### 3. Declaration

I declare that the information provided by me is, to the best of my knowledge, true and correct.

Signature:	
Print name:	
Date:	

I approve for the information to be released.

Signature:	
Print name:	
Date:	

#### 4. Application fee to access records

Payment amount will be determined prior to application being accepted. Please complete the form below. An MBASA staff member will provide payment amount. **Please note** if no records are found the application fee is waived.

CREDIT CARD INFORMATION			
<b>If paying by credit card please complete the following details:</b>			
Card type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
Card number:		Expiry Date:	/
Name on card:		CCV:	
Signature:			
Payment amount:	\$	Date:	/ /
Send receipt to (postal or email address):			

#### Submitting this form

Before submitting this form:

- Ensure that you have filled out the 'Personal information' section
- Attach identification (bring original and attach copies)
- Sign and date the declaration
- Provide your payment details

We prefer that you submit this form electronically to: [education@mbasa.com.au](mailto:education@mbasa.com.au)

Alternatively, you can submit this form by post with the required attachments to:

Request to access records  
MBASA

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PO Box 10014  
Adelaide SA 5000

**Note:** Hard copy applications may take longer to process. If you need help understanding this form, contact the MBASA Training Department on (08) 8461 8255 or by email at [education@mbasa.com.au](mailto:education@mbasa.com.au).

Office Use Only:

Form filed in	By whom	Date filed	Initial
student file			
Class pack			
Electronic form filed			