

**APPLICATION FOR ISSUE OF A CERTIFICATE ISSUED UNDER THE  
AUSTRALIAN QUALIFICATIONS FRAMEWORK**

In order to receive your AQTF Certificate, please:

- Complete all parts (A, B, C and D) of the attached ADAS **Application for AQTF Certificate** form.
- Provide a high quality copy of at least one of the following forms of positive identification:
  1. Photo and identity page of passport (preferable)
  2. Driver's Licence with photo identification
  3. National Identification Card
  4. Letter on company letterhead, signed by a senior company representative, verifying that the name and images are those of the applicant.
- Include a cheque or money order for \$30 in **Australian dollars** for each certificate, for administrative costs payable to: **ADAS**

You may also pay by credit card – Visa or MasterCard or by EFT – electronic funds transfer.

Please forward your application to:- **ADAS**  
**526 Duncan Rd**  
**Dunoon NSW 2480 Australia**

Your application will be processed as soon as these documents are received.

**Please Note:** **Contact details for ADAS are:**

Email: [admin@adas.org.au](mailto:admin@adas.org.au)

Phone: (+61) (0)2 6689 5656

Web: [www.adas.org.au](http://www.adas.org.au)

Fax: (+61) (0)2 6689 5657

- *To assist with ongoing communication, please ensure that you provide ADAS with your email address and mobile phone number and advise ADAS of any change in address or contact details.*

Paul Butler  
Executive Director  
Australian Diver Accreditation Scheme

**APPLICATION FORM FOR AQTF CERTIFICATE**

**PART A - PERSONAL DETAILS**

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Nationality \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Suburb/City \_\_\_\_\_ State \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone – Home ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_

Mobile \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email address \_\_\_\_\_

**ADAS Internal Use Only**

Certificate Number:

Approved Y / N

Fee(s) received Y / N

CC / MO / CHQ / EFT

Date Received

Date Processed

Date Sent

Comments:

Address to which certificate should be sent (if different to above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

**PART B - APPLICATION DETAILS:**

**CURRENT ADAS CERTIFICATION**

ADAS NUMBER \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_

PART NUMBER \_\_\_\_\_

**PART C - PAYMENT DETAILS:**

|   |  |  |
|---|--|--|
| ✓ | Please indicate what method of payment you are using.  |  |
|   | <u>Cheque, money order, draft or international bank cheque</u>   | Please attach cheque, money order, draft or international bank cheque.   |
|   | <u>Credit Card</u><br><b>NOTE:</b><br><b>Visa or MasterCard only</b>   | Card number: _____<br>Date of expiry: ____ / ____<br>Name on card: _____   |
|   | <u>EFT Transfer:</u><br><b>Account Name: ADAS</b><br>Bank: National Australia Bank<br><b>BSB: 082 707</b><br><b>Account No: 55764 9982</b><br>Swift code: NATAAU3302S<br>Physical Address of Bank:<br>138 Molesworth Street,<br>Lismore NSW 2480 AUSTRALIA | To help us identify your payment, please quote your <b>Name and ADAS Certificate Number</b> in the <i>Transaction Description</i> area of your internet banking webpage when doing an electronic transfer into the ADAS account.<br><br>Date of transfer: _____<br><br>Reference number: _____ |

Note: ADAS has policies for declined credit cards/dishonoured cheques. Declined credit cards will incur a fee of \$10. In the case of dishonoured cheques, an automatic fee of \$15 will be charged to recover the fee charged by our bank and office time in handling the issue.

**PART D - DECLARATION OF APPLICANT**

I, (Name of Applicant) \_\_\_\_\_, of  
(Address of applicant), \_\_\_\_\_

do solemnly and sincerely declare all documents and information provided are specific to myself, and are true and correct.

(Signature of applicant) \_\_\_\_\_

**Please complete this checklist to ensure that all requirements are completed**

| Required  | Please tick ✓            |
|---|--------------------------|
| Completed application (Parts A, B, C and D)               | <input type="checkbox"/> |
| High quality copies of photo ID as detailed on front page | <input type="checkbox"/> |
| Payment of \$30 in Australian dollars                     | <input type="checkbox"/> |