



HEALTH PROFESSIONS LICENSING AUTHORITY	
TITLE: Replacement of Registration Certificates and Practising Certificates Policy	
EFFECTIVE DATE: May 2004	UPDATED: May 2005; October 2008
BOARD: All Health Practitioner Registration Boards of the Northern Territory	

Purpose

To inform staff of the Health Professions Licensing Authority of the process to be followed when registrants request that they be issued with a replacement registration certificate and/or practising certificate.

Legislative provisions

Section 41(1) of the *Health Practitioners Act 2004* enables the Board to issue a replacement certificate if it is "satisfied" that the certificate previously issued has been lost or destroyed. The replacement certificate must be marked that it is a replacement.

Requests for replacement certificates

All requests for a health practitioner to be issued with a replacement certificate must be in writing. A Statutory Declaration, signed by the applicant, must accompany the request. The Statutory Declaration must provide the particulars as to why a replacement certificate is being requested.

Issuing a replacement certificate and related fees

The Board will issue a replacement certificate, free of charge, to those applicants who indicate on their Statutory Declaration that they have not received their certificates despite them being posted to the address listed on the REGIS database or another address requested by the health practitioner.

The replacement certificate will be mailed to the registrant at the address shown on the REGIS database or may be collected from the offices of the Health Professions Licensing Authority.

A fee of \$20 must accompany all other requests for the issuing of replacement certificates.

Copies of practising certificates

From time to time employers request that a copy of an employee's practising certificate be sent to them. A copy is not to be forwarded. Employers can be sent a fax on HPLA letterhead or an email confirming the registrant's registration status.

Copies of practising certificates may be faxed directly to other health practitioner regulatory authorities for the purpose of facilitating the processing of registration applications.