

PART 3: NEW LICENCE HOLDER

1. Applying for a new licence

You need to complete all the steps in the process for us to complete your application.

To apply, you need to

- complete the online application form
- upload supporting documents (e.g. proof of qualifications and insurance)
- pay online
- Visit a Service Tasmania shop to
 - verify your identity
 - have your photo taken
 - pay the application fee shown on your application receipt (if you have not already paid online)

2. Required documents

Visit the specific [licence page](#) on the Consumer, Building and Occupational Services (CBOS) website to understand the documents that need to be uploaded when completing your application.

There are pages for each licence type

- Building services provider
- Electrical licences
- Plumbing licences
- Gas-fitting licences
- Automotive gas-fitting licences

Each licence type or class of licence requires different information and attachments. Before you start your application, you will need to know what documentation and information you need to provide and upload.

You will need to make sure that the documentation you provide is in an electronic format (e.g. scanned) before you begin the application and renewal process online.

If you decide to visit a LINC Tasmania location, their skilled staff can show you how to use a computer, document scanner and the internet.

PART 4: EXISTING LICENCE HOLDER

1. Renewing your licence with My Licence

My Licence is a secure way of accessing your licence information and provides the ability to renew and amend details on a licence.

A benefit of renewing your licence and paying online through My Licence is that you only need to visit a Service Tasmania shop if your licence photo has expired.

To access My Licence, CBOS must have on record either a **mobile phone number** or **email address**. If you have changed your phone or email address recently, please contact this office on 1300 654 499 and ensure you have your licence number ready.

With My Licence you don't need to remember passwords or answers to questions that identify who you are.

My Licence uses the same security technology as online banking. When you wish access My Licence to change details or renew your licence you will be prompted by the website to request a one-time code. Note that:

- you choose to receive the code by text message to your mobile phone or by email
- you will be sent your single use code to enter My Licence online
- if your code expires you can request a new one anytime

2. Licence photos

Licence photos are only valid for 10 years. If your licence photo has expired at the time of renewal, you will be advised that you need to visit a Service Tasmania shop to have a new photo taken.

For interstate and New Zealand licence holders you will use My Licence to attach your certified passport sized photo (signed on the back by a JP or Commissioner for Declarations), identified (ID).

3. Changing your details

You can view, add, delete and change your details in My Licence

- residential and postal address details
- contact person
- application to add occupations (classes)
- application for replacement card
- telephone and mobile number
- email address

PART 5: CONTACT US

Please contact us if you need help.

Department of Justice
Consumer, Building and Occupational Services
Phone: 1300 654 499
Email: cbosinfo@justice.tas.gov.au
Visit: www.justice.tas.gov.au

Search for a [LINC Tasmania location](#) near you





Tasmanian
Government

Consumer, Building and Occupational Services

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