

# Mutual Recognition Notice

**A teacher can use this form to provide written notice to the Teacher Registration Board of Western Australia (TRBWA) that they are seeking teacher registration in accordance with the Mutual Recognition Principle, as it applies to the *Mutual Recognition Act 1992* and the *Trans-Tasman Mutual Recognition Act 1997*.**

## Personal details

Have you previously applied for or held registration with the TRBWA (or the Western Australian College of Teaching)? ( <input checked="" type="checkbox"/> ) <input type="checkbox"/> Yes <input type="checkbox"/> No Registration Number (if known): _____			
<b><u>Name under which you hold registration</u></b>  If you are seeking teacher registration with the TRBWA in accordance with the Mutual Recognition Principle you must use the same name as in the Australian State or Territory or New Zealand, under which you currently hold registration. If you wish to change your name with the TRBWA, you must do so, after registration with the TRBWA has been granted.			
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other _____			
Given Name		Middle Name(s)	
Family Name/Surname		Preferred Name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of Birth (dd/mm/yyyy)     /     /	
<b>Address Information</b>			
Current postal address (No/Street) e.g. 1 Town Street			
Country	Suburb/Town/City	State	Postcode
Is this also your current residential address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Residential address (if different from postal address) (No/Street)			
Country	Suburb/Town/City	State	Postcode
Date resided from (dd/mm/yyyy)			
<b>Contact Details</b>			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile		Landline	
Login/Preferred email address			
Alternate email address			
NOTE: The TRBWA will use the preferred email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.			
<b>Place of Birth</b>			
Country of Birth	State	Suburb/Town/City	
<b>Other Information</b>			
Are you of Aboriginal and/or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Current registration

It is a requirement of Mutual Recognition that you are currently registered as a teacher in any Australian State or Territory or New Zealand.

Please ☒ indicate which State/Jurisdiction you are relying upon for registration in Western Australia.

State/Jurisdiction	<i>tick <u>one</u> that applies</i>	Teacher registration number in that jurisdiction	Category of registration in that jurisdiction	Registration expiry date (xx/xx/xxxx)*
Australian Capital Territory	<input type="checkbox"/>			
Queensland	<input type="checkbox"/>			
South Australia	<input type="checkbox"/>			
Tasmania	<input type="checkbox"/>			
Victoria	<input type="checkbox"/>			
New South Wales	<input type="checkbox"/>			
Northern Territory	<input type="checkbox"/>			
New Zealand	<input type="checkbox"/>			

Are you registered as a teacher in any additional Australian State/Territory or New Zealand? If so, in which other jurisdiction(s) are you registered?

Please ☒ indicate

- ☐ Australia Capital Territory    ☐ Queensland    ☐ South Australia    ☐ Tasmania    ☐ Victoria  
☐ New South Wales    ☐ Northern Territory    ☐ New Zealand

\*Note:

- The period of registration, if granted by the TRBWA, will match the period of registration that you currently hold in the other Australian State or Territory, or New Zealand.
- It is important to note that an application to renew TRBWA registration must be submitted at least 28 days prior to the expiry date to ensure that you will continue to be registered while your application is being finalised.
- If your current registration expiry date is six months or less and your TRBWA registration is successful, you will then need to apply to renew your TRBWA registration within that timeframe, at least 28 days before it expires.

For more information, please refer to the TRBWA website ([trb.wa.gov.au](http://trb.wa.gov.au)).

## Declarations regarding disciplinary action

Are you subject to disciplinary proceedings in any Australian State or Territory or in New Zealand (including any preliminary investigations or actions that might lead to disciplinary proceedings) in relation to your occupation as a teacher?

(☒) ☐Yes ☐No

Is your registration in any Australian State or Territory or in New Zealand cancelled or currently suspended as a result of disciplinary action?

(☒) ☐Yes ☐No

Are you personally prohibited from carrying out the duties of a teacher in any Australian State or Territory or in New Zealand?

(☒) ☐Yes ☐No

Is your registration as a teacher subject to any special conditions as a result of criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand?

(☒) ☐Yes ☐No

If you have indicated "yes" to any of the questions above, please provide details below: (attach a separate page if necessary)


## Documentary evidence of registration

Please provide documentary evidence of your current registration as a teacher in the Australian State or Territory or New Zealand that you are relying upon for registration in Western Australia.

The documentation I am attaching is:

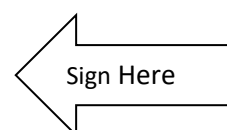
- ☐ The original or complete and accurate copy of the document evidencing my existing teacher registration and/or
- ☐ Sufficient information that identifies me and my teacher registration as no original documentation of my existing teacher registration exists.
- ☐ Teacher Summary Report (for NESA accredited teachers only).

## Consent

I am seeking registration as a teacher under the principle of mutual recognition.

I give consent to the making of inquiries of, and the exchange of information with, the authorities of any State or Territory of Australia or New Zealand regarding my activities in the occupation of teaching or otherwise regarding matters relevant to this notice.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## Verification of information and identity

To verify the information that you provide as part of this process, you will need to complete the statutory declaration (on the following page) before an authorised witness.

The authorised witness must sign your statutory declaration and verify your identity through a face-to-face comparison with a current, original, government-issued, photographic identity document (e.g. driver's licence, current passport or Working with Children Check card).

Please refer to the attached [\*Complete a statutory declaration for Mutual Recognition with the TRBWA information sheet\*](#) for a list of occupations and persons authorised to witness the statutory declaration and verify your identity.

# Statutory Declaration

*Statutory Declarations Act 1959 (Cth)*

I \_\_\_\_\_ of \_\_\_\_\_  
(Full Name of Applicant) (Address)

\_\_\_\_\_  
(Occupation)

sincerely declare as follows, that:

- the information contained in this Notice is true and correct to the best of my knowledge;  
the person witnessing this declaration has verified my identity via a face-to-face comparison with the following current original government-issued photographic identity documents:  
  
\* \_\_\_\_\_ (name of documents)
- this declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular; and
- this declaration is made under the *Statutory Declarations Act 1959 (Cth)*.

at \_\_\_\_\_  
(place)

on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

by \_\_\_\_\_  
(Signature of Applicant)

in the presence of:

\_\_\_\_\_  
(Signature of Authorised Witness)

\_\_\_\_\_  
(Full Name of Authorised Witness)

Email Address of Authorised Witness: \_\_\_\_\_

\_\_\_\_\_  
(Status/Profession of Authorised Witness)\*\*

\* Driver's Licence, Passport and Working with Children Card are examples of government-issued photographic identity documents.

\*\* Please note: if not witnessed by a person authorised under the *Statutory Declarations Act 1959 (Cth)*, it will be invalid and you will be asked to complete a new statutory declaration which may cause delays in processing.

## Registration obligations

Registration as a teacher carries with it a number of obligations.

I understand, that once registered, it is a requirement for me to:

- maintain my teacher registration which includes the requirement to pay an annual fee by 31 March each year
- provide notice to the Board if I have a change of name, postal address, email address or telephone number within 30 days of these changes occurring (noting that failure to comply with this requirement may result in a penalty fine to the maximum of \$1,000).
- provide written consent to the TRBWA, upon request, to obtain a criminal history check
- comply with any conditions placed on my registration
- continue to be a fit and proper person to be registered
- provide written notice to the TRBWA, under sections 38, 39 and 40 of the [Teacher Registration Act 2012](#) (Act):
  - of any civil proceedings which result in orders to pay damages or compensation (within 30 days)
  - if I am convicted of an offence which includes a statutory penalty of imprisonment (within 30 days)
  - about any loss of my qualifications (within 30 days)
  - if I receive a working with children interim negative notice or negative notice (within 14 days) noting that I may commit an offence if I fail to notify the TRBWA within the time specified which could result in a penalty fine to the maximum of \$5,000.

☒ ☐ I have read and I understand my obligations as a teacher.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Further information about your obligations as a registered teacher can be found on the [TRBWA website](#).

## Payment calculator

FEES DUE	Fee payable
Fee payable on submission of the Notice	\$140.00
<b>TOTAL FEES PAYABLE:</b>	<b>\$140.00</b>

**Note:**

- Fees payable on submission of the Notice are non-refundable. Notices will not be processed without full payment of the Notice Fee.
- An annual registration fee for this financial year is applicable upon approval of your registration. Once registration is granted, the TRBWA will send you an invoice for the annual fee to be paid within 30 days.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- The annual fee amount you will be invoiced depends on when registration is granted:
  - \$47.00 (October – March)
  - \$95.00 (April- September)



## Payment details

Applicant's full name: \_\_\_\_\_

Applicant's date of birth:        /        /  
   Day    Month    Year

### Payment of application fee will be made via:

- ☐ Credit card
- ☐ EFTPOS/Cash in person
- ☐ Cheque (made payable to: Teacher Registration Board of Western Australia)
- ☐ Money order/bank draft (made payable to: Teacher Registration Board of Western Australia)
- ☐ Other electronic payment

Please note, **unless you are attaching a cheque or money order, you will be sent an email with payment details** when the TRBWA receives your documentation.

Documentation will not be processed until full payment of the application fee has been received.

Amount: \$

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### Office use only

Voucher/Receipt # \_\_\_\_\_

Date processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed by: \_\_\_\_\_

If Declined: Error message: (Printout attached)

# Lodging your Mutual Recognition Notice

## By email

The Notice and supporting evidence may be emailed to the TRBWA ([info@trb.education.wa.edu.au](mailto:info@trb.education.wa.edu.au)).

In the subject line of the email please include the category, your full name and registration number.

In the main body of the email, please detail all attachments that have been included with the application.

## In person

The Notice and payment of fees may be hand delivered to:

Teacher Registration Board of Western Australia  
151 Royal Street  
EAST PERTH WA 6892

Office hours: Mon to Fri 8.30am - 4.30pm

Information about the TRBWA office location is available on the TRBWA website:

<http://www.trb.wa.gov.au/Pages/contactus.aspx>

## Via post

The Notice together with the payment of fees may be mailed to:

Teacher Registration Board of Western Australia  
PO Box 3009  
EAST PERTH WA 6892

**To avoid risks of lost or delayed mail, we recommend you use Registered Post.**

**To avoid unnecessary delays please check that your Notice is complete using the checklist below:**

- ☐ I have read all information carefully and completed and signed all sections as required.
- ☐ An authorised witness has witnessed my statutory declaration and verified my identity.
- ☐ I have provided evidence of my existing teacher registration.

# Mutual Recognition

## Complete a statutory declaration for Mutual Recognition with the TRBWA

If you currently hold teacher registration in any other Australian State or Territory or New Zealand, you may be eligible to apply for registration with the TRBWA through Mutual Recognition.

To apply for teacher registration through Mutual Recognition, please complete a Notice of Mutual Recognition form via [Teacher Login](#) on the TRBWA website.

As part of this process, you will need to complete a statutory declaration to verify the information you provide and your identity. Your statutory declaration must be signed before an authorised witness. Please refer to page 4 for a list of occupations and persons authorised to witness a statutory declaration.

**Please note, verification of identity may be undertaken outside Australia, if it is undertaken by a person on the following list who holds an official, administrative connection to Australia, except for a notary public (however described).**

For example, a doctor who is registered to practise medicine in Australia may verify the identity of an applicant for the purposes of teacher registration when they are overseas. A doctor who is registered to practise medicine in a country other than Australia, however, may not.

The following persons can also witness your statutory declaration outside of Australia:

- notary public who is appointed overseas
- employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside Australia
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*
  - exercising his or her function in that place
- employee of the Commonwealth who is:
  - in a country or place outside Australia
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955*
  - exercising his or her function in that place.

You can complete a statutory declaration in three ways:

- Complete a hardcopy statutory declaration form before an authorised witness, in person.
- Complete a hardcopy statutory declaration form before an authorised witness, on camera (if you are overseas at the time of application).
- Create a digital statutory declaration on MyGov using your Digital ID.

Follow the instructions on the following page to complete a statutory declaration using one of the three options outlined above.

### **Complete a statutory declaration form before an authorised witness, in person**

1. Download and print the hardcopy statutory declaration form available in the Mutual Recognition online form in Teacher Login.
2. Take the statutory declaration, along with a current, original, government-issued, photographic identity document (e.g. driver's licence, current Passport or Working with Children Check Card) to an authorised witness.
3. Complete the statutory declaration before the authorised witness. The authorised witness must sign the form and verify your identity.
4. Upload the completed, signed and witnessed statutory declaration to your Mutual Recognition online form in Teacher Login.

### **Complete a statutory declaration with a remote witness (if you are overseas when you apply for registration)**

You will need access to video conferencing software such as Microsoft Teams, Skype or Zoom.

1. Download and print the hardcopy statutory declaration form available in the Mutual Recognition online form in Teacher Login.
2. Connect with your authorised witness via video through Microsoft Teams, Skype or Zoom etc.
3. Complete the statutory declaration before the witness, on camera. The authorised witness must see you sign the statutory declaration.
4. The authorised witness must verify your identity through a remote comparison with a current, original government-issued photographic identity document (e.g. driver's licence, current Passport or Working with Children Check card).
5. You will need to send the completed and signed statutory declaration to the authorised witness while you are connected via video.
6. The authorised witness must complete and sign the statutory declaration and send it back to you.
7. Upload the completed, signed and witnessed statutory declaration to your Mutual Recognition online form in Teacher Login.

## Complete a statutory declaration through MyGov

You will need a smart device (e.g. smart phone), a MyGov account and a myID account.

1. Download the myID app on your smart device to set up your digital identity.
2. Enter your personal details and verify your Australian identity documents on myID.
3. Sign in to myGov, select 'Forms and Applications and then select 'Commonwealth Statutory Declaration'.
4. Select 'Continue with Digital ID' and select myID.
5. Type the following in your declaration:
  - the information contained in this Notice is true and correct to the best of my knowledge;
  - this declaration is true and I know that it is an offence to make a declaration knowing that it is false in material particular.
6. Save a copy of your completed statutory declaration and upload it to your Mutual Recognition online form in Teacher Login.
7. Download the myID app on your smart device to set up your digital identity.
8. Enter your personal details and verify your Australian identity documents on myID.
9. Sign in to myGov, select 'Forms and Applications and then select 'Commonwealth Statutory Declaration'.
10. Select 'Continue with Digital ID' and select myID.
11. Type the following in your declaration:
  - the information contained in this Notice is true and correct to the best of my knowledge;
  - this declaration is true and I know that it is an offence to make a declaration knowing that it is false in material particular.
12. Save a copy of your completed statutory declaration and upload it to your Mutual Recognition online form in Teacher Login.

For more information on how to create a digital statutory declaration, refer to the [Digital Commonwealth statutory declaration page](#) on the [myGov website](#).

If you have any questions or need assistance, please contact the TRBWA on telephone (08) 9223 9100, country callers 1300 652 911 or email [info@trb.education.wa.edu.au](mailto:info@trb.education.wa.edu.au).

## Occupations and persons authorised to witness a statutory declaration.

### Listing of occupations

A person who, under a law of the Commonwealth, a State or Territory, is currently licensed or registered to practise in Australia in an occupation listed in Part 1 of Schedule 1 of the *Statutory Declarations Regulations 2023*.

Item	Occupation
1	Architect
2	Chiropractor
3	Dentist
4	Financial adviser or financial planner
5	Legal practitioner
6	Medical practitioner
7	Midwife
8	Migration agent registered under division 3 of part 3 of the <i>Migration Act 1958</i>
9	Nurse
10	Occupational therapist
11	Optometrist
12	Patent attorney
13	Pharmacist
14	Physiotherapist
15	Psychologist
16	Trade marks attorney
17	Veterinary surgeon

### Listing of persons

A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

A person who is listed in Part 2 of Schedule 1 of the *Statutory Declarations Regulations 2023*.

Item	Person
1	Accountant who is: a) a fellow of the National Tax Accountants' Association, or b) a member of the following: i. Chartered Accountants Australia and New Zealand; ii. the Association of Taxation and Management Accountants; iii. CPA Australia; iv. the Institute of Public Accountants
2	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
3	APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
4	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i> )

5	Bailiff
6	Bank officer with 5 or more continuous years of service
7	Building society officer with 5 or more years of continuous service
8	Chief executive officer of a Commonwealth court
9	Clerk of a court
10	Commissioner of Affidavits
11	Commissioner for Declarations
12	Credit union officer with 5 or more years of continuous service
13	Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
14	Employee of the Australian Trade and Investment Commission who is: a) in a country or place outside Australia; and b) authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i> ; and c) exercising his or her function in that place
15	Employee of the Commonwealth who is: a) At a place outside Australia; and b) authorised under paragraph 3(c) of the <i>Consular Fees Act 1955</i> ; and c) exercising his or her function in that place
16	Engineer who is: a) a member of Engineers Australia, other than at the grade of student; or b) a Registered Professional Engineer of Professionals Australia; or c) registered as an engineer under a law of the Commonwealth, a State or Territory; or d) registered on the National Engineering Register by Engineers Australia
17	Finance company officer with 5 or more years of continuous service
18	Holder of a statutory office not specified in another item of this Part
19	Judge
20	Justice of the peace
21	Magistrate
22	Marriage celebrant registered under subdivision C of Division 1 of part IV of the <i>Marriage Act 1961</i>
23	Master of a court
24	Member of the Australian Defence Force who is: a) an officer; or b) a non-commissioned officer within the meaning of the Defence Force of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or c) a warrant officer within the meaning of that Act
25	Member of the Australasian Institute of Mining and Metallurgy
26	Member of the Governance Institute of Australia Ltd
27	Member of: a) the parliament of the Commonwealth; or b) the parliament of a State; or c) a Territory legislature; or d) a local government authority
28	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>

29	Notary public, including a notary public (however described) exercising functions at a place outside: a) the Commonwealth; and b) the external territories of the Commonwealth
30	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
31	Permanent employee of: a) a State or Territory, or a State or Territory authority; or b) a local government authority; with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
32	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
33	Police officer
34	Registrar, or deputy registrar, of a court
35	Senior executive employee of a Commonwealth authority
36	Senior executive employee of a State or Territory
37	SES employee of the Commonwealth
38	Sheriff
39	Sheriff's officer
40	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

### **Important information about privacy**

Your personal information is protected by law. Please refer to the *TRBWA Privacy Policy* for further information.