

Attachment 'A'

TRANSLATION OF DOCUMENTS

Within Australia

All documents not in English must be translated. Acceptable translations are from:

- The Translation and Interpreting Service (TIS) Melbourne (for permanent residents only; who have been living in Australia for two years or less); and
- Translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI) listed in the Yellow Pages or the telephone directory under 'Translations' or visit NAATI's website: www.naati.com.au
- Please either check the Translator's accreditation by:
 - calling NAATI on 1300 557 470, or
 - asking to see the Translator's letter or certificate of accreditation as a translator in the languages and directions required and
 - checking the Translator's identification card from NAATI.
- Translations done by NAATI accredited translators **must** include the translators name, NAATI identification number and accreditation status.
- Translation agencies that indicate they comply with the Australian Institute of Interpreters and Translators (AUSIT) Code of ethics.

Outside Australia

Acceptable translations done overseas are from:

- The Ministry of Justice
- The Australian Education International Section (AEIS) at the Australian Diplomatic Mission
- Any Consulates
- Private and Commercial Translators; and
- The Awarding Institution

Overseas translations **must** be done on the organisation's letterhead and include an official stamp, the translators name, signature and contact number (ALL IN BLOCK LETTERS) legibly printed below the signature.

It must be possible, from the details provided, for Trades Recognition Australia to contact the translator if necessary.

General statements by you, employers or training institutions will not be sufficient. If you do not answer all questions in full or do not provide sufficient documentation to support your application, your application may not be successful.

If you have any difficulty completing this form, contact the appropriate TRA office for assistance.

How Long Will it Take

The assessment process is complex and your assessment may take some time. The quality of documents provided will have a direct impact. The majority of applications are processed within 20 working days.

You will receive a letter acknowledging receipt of your application.

When the assessment is completed, you will receive a letter advising you of the outcome.

Fees

When you submit an application, you must pay an application fee. You will need to pay an additional fee if you are required to undertake a trade test.

TRA application and trade test fees are non refundable. Further details of fees are available from any TRA office.

Assessment Fees

Application:	AUD S 300
Initial ARTC application from an Australian resident whose skills have been successfully assessed by TRA for migration purposes:	No Fee
Reapplication fee for applicants reapplying after a previous unsuccessful ARTC application:	AUD \$300
Application for the issue of a replacement ARTC:	AUDS 130
Trade test (if required): Fees	AUD S 270

are GST inclusive.

Cheques are to be made payable to "TRADES RECOGNITION AUSTRALIA, DEWR".

If the correct fee does not accompany your application, or the fee is not paid in the correct way, your application and payment will be returned and no assessment will be undertaken.

Where To Submit Your Application

Once you have completed the application form you can mail it to TRA at the postal address shown on this page, or lodge it in person at the TRA office.

Important Notes

- Please use **black or blue** ink to complete the form;
- The certified copies of your original documents must be provided;
- Any documents not in English must be accompanied by an English translation from a certified translator;

Postal Address

The postal address for TRA is:

Trades Recognition Australia
Department of Employment and Workplace Relations
GPO Box 9879
MELBOURNE VIC 3001

TRA Office

TRA is located in Melbourne at the following address:

Customs House
414 Latrobe Street
MELBOURNE VIC 3001
Phone: 1300 360 992 or (03) 9954 2537
Fax: (03)99542588
Email: [artcenquiries\(a\).dewr.gov.au](mailto:artcenquiries(a).dewr.gov.au)