

Existing NSW competency card: add competency endorsement



Before you complete this form

What this form is for

This form allows you to apply for a replacement NSW competency card if:

- ▲ you have completed a course that is not listed on your NSW competency card, or
- ▲ you have an interim certificate for a course (other than a privacy training course) which needs to be added to your NSW competency card.

Remember, you can use the updated **digital** version of your NSW competency card, and it's free. Access it through the [Service NSW app](#).

- ▲ **Don't use this form** if you are adding a privacy training course to your card. You'll need to use the CC0550 'Existing NSW competency card: add privacy endorsement' form available at [liquorandgaming.nsw.gov.au](#).
- ▲ **Don't use this form** if your NSW competency card has been lost or stolen, was never received, or needs a name change. You'll need to use the CC0500 'Replacement competency card' form available at [liquorandgaming.nsw.gov.au](#).

Please allow 4 weeks for processing and delivery of your new NSW competency card.

Note:

You cannot work without a valid NSW competency card or interim certificate if your work involves any of the following:

- ▲ selling, serving or supplying alcohol in licensed businesses or working with gaming machines in hotels and clubs in NSW
- ▲ being an RSA marshal or security guard in the liquor or gaming industry
- ▲ staffing an ID scanner in Kings Cross.

Cost

There is no fee for this service.

If information is missing, we'll need to ask you to supply the required information to support the application. This may delay our response.

Please check

- Have you answered all questions in Parts 1 to 4?
- Have you read and signed Part 5?

How to lodge this form

@ competency.card@liquorandgaming.nsw.gov.au
Include 'CC0570 Add competency endorsement' in the subject line.

✉ Competency Cards
Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

👤 Liquor & Gaming NSW
Level 6, 323 Castlereagh Street
Haymarket NSW 2000
Monday–Friday, 9am–5pm

Provide all pages of this application and supporting documents. There's no need to include this introduction page.

Need more information?

🔍 [liquorandgaming.nsw.gov.au](#)
Search for 'Competency cards'.

@ [Contact us online](#)

☎ 1300 024 720

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at [liquorandgaming.nsw.gov.au](#).

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OFFICE USE ONLY CC0570

Lodged by Email Mail OTC

Date lodged

Application no.

Finalised by

Date finalised

Notification issue date

Part 1 NSW competency card details

RSA/RCG competency card no.

CCH

Expiry date

Competency/ies currently listed on card

RSA (Class A)

RCG (Class G)

Privacy (Class P)

Part 2 NSW competency card holder details

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Date of birth

Part 3 Contact details

Your email address and/or mobile number are required to receive renewal alerts, renew your competency card, and access your digital competency card.

Email

Contact phone

Residential street address

Suburb/town/city

State Postcode

Country if not Australia

Correspondence address as above
This is where the replacement card will be sent via Australia Post regular service

Correspondence address
PO box or street address

Suburb/town/city

State Postcode

Part 4 New NSW competency card details

Interim certificate no.

Name of registered training organisation (RTO)

Training course type

RSA (Class A)

RCG (Class G)

Training course completed on:

Part 5 Declaration

- ▲ I declare that the information I have provided is true, correct and complete, and that I have made all reasonable enquiries to obtain the information required to complete this form.
- ▲ I acknowledge that the failure to provide all required information may result in an inability to process this application or a delay in the processing of this application.
- ▲ I acknowledge that it is an offence to provide false or misleading information.
- ▲ I understand that specific details I have provided may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*.

Name

Signature

Date