



**STREET WORKS QUALIFICATIONS REGISTER (SWQR)
CANDIDATE REPLACEMENT FORM
FORM SWQR3**

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Please read the accompanying guidance notes before completing this form

PLEASE NOTE THAT THE APPLICATION SHOULD BE RETURNED ALONG WITH ONE PASSPORT SIZE PHOTO AND THE APPROPRIATE FEE

CANDIDATE DETAILS

EXISTING SWQR REGISTRATION NUMBER

SURNAME

FORENAME(S)

TITLE Mr/Mrs/Miss/Ms SEX M= Male
F = Female

DATE OF BIRTH Enter DDMMYYYY

**PLEASE
GLUE
PASSPORT
SIZE PHOTO
HERE
(DO NOT
STAPLE)**

ADDRESS: *Note – the I/D card and documentation will be sent to this address (include Company name if applicable)*

LINE 1

LINE 2

TOWN

REGION/
COUNTY

POST CODE

TELEPHONE NUMBER

FEES & PAYMENT (valid until 31 March 2011)

- £17.25 for a replacement card that has been lost/stolen but still valid and is not due to expire with the next 6 months

(a) I enclose a cheque/postal order to the value of £ made payable to SWQR.

(b) (i) Major companies and centres can be invoiced by listing their centre number in the box provided
(Please note that only SWQR approved companies and centres will be invoiced)

(ii) Purchase Order Number (If applicable)

Batch OR Yearly Number:

Signature: Date

Please note: A new SWQR number will be generated with the same expiry date of current I/D card

For Office Use Only

SWQR EXPIRY DATE NEW SWQR NUMBER

PHOTO CHECKED DATE INITIALS

**RETURN TO: SWQR, THE OPTIMA BUILDING, 58 ROBERTSON STREET, GLASGOW, G2 8DQ
TEL: 0845 270 2720 FAX: 0845 213 5000 WEBSITE: www.swqr.org.uk**

GUIDANCE NOTES TO ASSIST IN THE COMPLETION OF SWQR2/SWQR3 FORMS

Fill in the Form in **CAPITAL LETTERS**. Please write only within the white boxes. We will electronically scan and store the information provided. The I/D card will have a digital image of the applicant's photo. **Please follow the guidance notes carefully**. Applications may be delayed if there is a mistake on the Form, the necessary fee has not been enclosed, or the photograph sent in does not meet our guidance note.

1 CANDIDATE DETAILS

- Enter existing Street Works Registration Number. This is obtainable from the present I/D card or the Register if the I/D card is **still in date**. If the card is lost, please leave this box blank and cross the box to indicate that the card is lost
- Attach a current passport size photograph of the candidate (see separate guidance leaflet on acceptable photographs)
- Full candidate details should be entered. This includes: full name, title, sex, date of birth and address details (include Company name if applicable)

NB The I/D card will be returned to this address. Please ensure that this address is correct. Covering letters/compliment slips etc will not accepted as a change of address

2 FEES & PAYMENT DETAILS

Application Type	Fees (valid until 31 March 2011)
Re-registration - a card that is due to expire or has expired within 6 months of the current expiry date of the card	£17.25
Late Re-registration - a card that has expired more than 6 months from the current expiry date of the card	£21.50
Replacement – a lost or stolen card but still valid and is not due to expire within the next 6 months	£17.25

- If paying by **cheque/postal order**, enter the correct fee amount in section (a)

NB Please note that all application fees are non-refundable. If your application is incomplete you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional non-refundable application fee charged at the appropriate rate as above.

- If centre is to be **invoiced by prior agreement**, enter the Centre number in section (b)(i)

NB This number was allocated by either the Awarding Body or the Street Works Qualifications Register

- If you are a centre that use Purchase Order Numbers, please provide details clearly on the form in the space provided in section (b)(ii)

NB If the Purchase Order Number is not written on the form, it will be returned to you

3 SIGNATURE

Sign and date the document to confirm that the details are correct

4 PHOTOGRAPHS

All applications must include a recent photograph and must be a true likeness of the applicant. Please ensure that the photograph meets the criteria on the separate guidance note. This will help avoid the need for us to ask for more photographs.

Please note that photographs become part of our official records and we will not return them.

Specific Notes on Re-registration (SWQR2 Forms)

The existing I/D card should be returned to the SWQR with the completed application. The application may be delayed if the existing I/D card is not returned. An existing I/D card is one which is either current, and in use, or which has passed its expiry date and has not been re-registered.

5 CONTACT US

The Street Works Qualifications Register
The Optima Building
58 Robertson Street
GLASGOW
G2 8DQ

Telephone: 0845 270 2720

Email: swqr@sqa.org.uk

Website: www.swqr.org.uk