



HOW TO COMPLETE YOUR APPLICATION FOR RENEWAL OF REGISTRATION

SECTION 1 - APPLICANT DETAILS

This section of the Renewal Form is applicable to you, if you are:

1. Requesting voluntary removal of your name from the register. If yes, Section 4 is to be completed.
2. Changing your residential address; or
3. Changing your name. If you are changing your name, a certified copy of your Change of Name document signed by a Justice of the Peace is required.

SECTION 2 – REGENCY OF PRACTICE

Complete your employment details date you last worked as a nurse/midwife in each registration category i.e. Registered Nurse, Enrolled Nurse, Midwife, Nurse Practitioner and speciality eg. Mental Health, Paediatric. You are also required to list your employer's name for each category and speciality [if they differ]. Date of last practice to be written as date/month/year for each category and speciality eg. 1/1/2000.

SECTION 3 – CAPACITY TO PRACTICE AS A NURSE and/or MIDWIFE

- A **current** police clearance means obtained for the purposes of this application
- A **capacity to practice certificate** is available on the website and in hard copy from the Board.

SECTION 4- DECLARATION BY THE NURSE and/or MIDWIFE RENEWING REGISTRATION FOR 1 OR 3 YEARS

Please ensure that Sections 1, 2 and 3 are completed before signing your application for renewal of registration.

SECTION 5- PAYMENT OPTIONS

You may pay for renewal of your registration for 1 or 3 years. Please refer to the website for current fee schedule www.nmbwa.org.au.

- Payments can be made by Credit Card / Cheque / Money Order / Cash [in person] or EFTPOS. If paying by cheque please make your cheque payable to the Nurses and Midwives Board of Western Australia and ensure there are sufficient funds in your account to cover the cheque. If your cheque is dishonoured, it may impact on your registration as a nurse/midwife.
- Consistent with other government departments receipts are not issued. Receipt of your License to Practice card is evidence that payment has been received. The Australian Taxation Office accepts copies of bank statements and cheque butts as proof of payment.

YOUR REGISTRATION WILL EXPIRE ON THE DATE RECORDED ON YOUR LICENCE TO PRACTICE CARD. FAILURE TO RENEW BY THE EXPIRY DATE WILL REQUIRE YOU TO APPLY FOR RESTORATION OF YOUR NAME TO THE REGISTER.