

# Applying for a trade paper

A trade paper is a certificate issued by the Victorian Government. Trade papers certify what it is you're qualified to do and can be used for job applications or framed to show you've successfully completed your apprenticeship.

You can apply for a free trade paper if you completed both:

- a recognised apprenticeship in Victoria, which you started after 1 January 1995
- the apprenticeship's relevant qualification with a TAFE, trade school or registered training organisation.

When you apply, you'll need to provide your qualification title and code. Your TAFE, trade school or registered training organisation can provide you with this information.

To apply for a trade paper, register an account and submit an application in the trade paper portal, which is provided by VETASSESS.

To get started, see:

- [Trade paper portal](#)

If your application is successful, you'll receive your trade paper in the mail.

For information about replacement trade papers, see:

- [Replacement apprenticeship certificates](#)

## Apprenticeships started before 1995

If you started an apprenticeship before 1 January 1995, you can apply for a duplicate certificate of completion.

For more information, see:

- [Replacement apprenticeship certificates](#)

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[Back to top](#)

## In this section:

### [For apprentices and trainees](#)

[Becoming an apprentice or trainee](#)

[Changing your apprenticeship or traineeship](#)

[Completing your apprenticeship or traineeship](#)

[Applying for a trade paper](#)

[Replacement apprenticeship certificates](#)

[Victorian Apprenticeship Field Services](#)

[Apprentice and trainee rights and responsibilities](#)

[Trade apprentice vehicle registration discount](#)

[Dealing with issues and problems](#)

- [For employers of apprentices and trainees](#)
- [For group training organisations](#)
- [About apprenticeships and traineeships](#)
- [Apprenticeship and traineeship forms](#)

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