



This form, when completed, will be classified as 'For official use only'.
For guidance on how your information will be treated by the TGA see: [Treatment of information provided to the TGA](#).

Request for certificate, or notarised copy of TGA licences and certificates (Part A) or copy of Conformity Assessment Certificates (Part B)

Part A - GMP Certificates & Licences for Medicinal Products	Fee	Number of Copies	Total
Certificate of GMP Compliance Note: For Licensed Australian manufacturers only. A certificate will be produced with a unique number and will be electronically signed and issued by email. No hard copy will be issued.	<input type="checkbox"/>	\$195	
Notarised copy of original Certificate of GMP Compliance Note: This can only be requested if a Certificate of GMP Compliance has been issued. Certificates are not automatically issued after each inspection. You must request and pay for a certificate before it can be notarised.	<input type="checkbox"/>	\$ 72	
Notarised copy of original GMP Licence	<input type="checkbox"/>	\$ 72	
Certificate of GMP Compliance for Mutual Recognition Agreement (MRA) for:			
<ul style="list-style-type: none"> Canada 	<input type="checkbox"/>	\$ 359	1
<ul style="list-style-type: none"> European Union 	<input type="checkbox"/>	\$ 359	1
<ul style="list-style-type: none"> Iceland, Liechtenstein and Norway 	<input type="checkbox"/>	\$ 359	1
<ul style="list-style-type: none"> Singapore 	<input type="checkbox"/>	\$ 359	1
<ul style="list-style-type: none"> United Kingdom 	<input type="checkbox"/>	\$ 359	1
Part B Certificates Medical Devices	Fee	Number of Copies	Total
Quality Systems Certificate Note: For manufacturers holding a TGA Conformity Assessment Certificate for medical devices only.	<input type="checkbox"/>	\$195	
Certified copy of original Quality Systems Certificate Note: This can only be requested if a Quality Systems Certificate has been issued. Certificates are not automatically issued after each inspection. You must request and pay for a certificate before it can be notarised.	<input type="checkbox"/>	\$ 72	

*Note: These fees may increase on 1 July each year. For more information, please refer to the TGA [fees and charges](#) webpage for the fees for [medicinal products](#) and [medical devices](#).

Manufacturer's Details			
Manufacturer's Name			
Manufacturing Site			
Licence/Certificate Reference/ID			
Client ID	Note: Client IDs usually start with TGA00 and are ten digits long e.g. TGA00XXXXX		
Contact Person	Note: If you are not the manufacturer , a 'Letter of Authorisation' must accompany this request .		
Phone No		Mobile Phone No	
Email Address			
Return Street Address	Note: This must be a street address as notarised copies are posted and sent via registered mail .		

Payment Details
<p>The TGA's preferred method of payment is via the TGA website's Online Payment Portal. https://www.bpoint.com.au/payments/TGA</p> <ol style="list-style-type: none"> 1 – Select Biller Code '17 – Request for Certificate/Copy of Certificate/Licence'. 2 – Enter your Client ID prefixed by 'TGA00' (e.g. TGA00xxxx). 3 – At the 'Licence Reference' field, enter 'BC17 Certificate'. <p>For more information about remitting a payment to the TGA, please refer to Payment Options</p>



- **This form cannot be processed until a payment is made.** No invoice will be issued until your payment has been received by the TGA.
- **Please note** fees are for **one copy** of a notarised or certified certificate.
- The completed form and evidence of payment must be emailed to accountsrec@health.gov.au. Your organisation's ID and 'Request for Certificate' must be quoted in the email Subject field.
- For finance related enquiries, please contact 1800 020 653 (option 5) or email accountsrec@health.gov.au.
- For all other enquiries including assistance with this form, please phone 1800 020 653 or email gmp@health.gov.au.