

## **IMPORTANT INFORMATION FROM ROADS AND MARITIME SERVICES**

To avoid delays in processing your application, please read this form carefully, and fill it in completely.

Roads and Maritime Services (RMS) requires that personal information is provided as part of this application. The information is used solely by RMS to assess your eligibility for a tow truck drivers certificate under the *Tow Truck Industry Act 1998*. Your application will only be assessed if you provide all the required information, payment of the required fee has been made and you sign the declaration on the final page. In the course of assessing your application RMS may need to consult/share information with other government or private sector organisations. The information you provide will be retained at RMS and is available to you for inspection upon written request.

If you need help with any part of this application, please call the Licensing Team on 1300 131 134.

### **You must supply the following with your application:**

- 2 photographs (passport-size, and quality) of your head and neck without headwear or sunglasses on a pale background that are not more than 6 months old;
- A photocopy of your current driver licence. A provisional driver licence is not acceptable;
- Original Interstate/ Overseas criminal history and traffic record if applicable (refer Section 4).
- Correct Application Fee.

A full list of current fees and charges is available on the RMS website. The fee contains a non-refundable application fee which is retained by RMS if your application is refused.

Roads and Maritime Services accepts the following forms of payment:

- MasterCard, Visa, Amex, Diners Club International - Credit card slip can be found on page 3.
- Cash and Eftpos - *Only accepted for applications made over the counter.*
- Money Order
- Bank Cheque
- Personal Cheque

**ALL CHEQUES/ MONEY ORDERS MADE PAYABLE to: Roads and Maritime Services**

### **Please return this form to:**

The following motor registries: Parramatta, Blacktown, Botany, Newcastle, Wollongong, Wagga Wagga, or

Mail to: Tow Truck Licensing and Compliance, Locked Bag 5054, Parramatta NSW 2124

www.rms.nsw.gov.au | 13 22 13 | T 1300 131 134 | F 02 8849 2075 | E towtrucks@rms.nsw.gov.au

## Section 1. Applicant Details

Surname

Given names (*list all names*)

Date of birth

day	/	month	/	year
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Residential Address

Postcode

Postal Address (*if different to residential address*)

Postcode

Phone

Fax

Mobile

Please provide your email address if you would like to receive communications from RMS this way.

Email address

## Section 2. Other Identities and Aliases

Do you now, or have you ever, used a different name or identity? ( ✓ )

No

Yes, give details

Name used (1)

Date of birth

day	/	month	/	year
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Residential Address

Postcode

Name used (2)

Date of birth

day	/	month	/	year
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Residential Address

Postcode

## Section 3. Licence Details

**Failure to declare this information will delay your application**

Driver licence no.

In the past 10 years, have you ever lived in another Australian State or Territory or Overseas? ( ✓ )

No

Yes, please indicate where below:

Did you hold a driver licence in that place at any time during the past 3 years?

No

Yes

## Section 4. Interstate/Overseas Criminal and Traffic History

**(If you have selected 'Yes' in Section 3 please note)**

1. RMS is required to check with police regarding any criminal history for an applicant. If you have lived outside of NSW or overseas within the past 10 years you must provide the original of a national criminal history record check from the relevant police for that period in that jurisdiction.
2. If you have held a driver licence from another Australian State or Territory or from overseas within the past 3 years you must provide an original statement of your driver licence details and traffic history from the relevant licensing authority in that jurisdiction for that period.

**Note:** If you currently reside in a state or territory other than NSW these documents must be dated within 6 weeks of the date of receipt of this application.

**Note: Criminal history checks must be issued by police.**

## Section 5. Employment Details

Please provide the name and licence number of your current or prospective employer;

Licensee name

Tow Truck Operators Licence number

## Section 6. Declaration

### WARNING

Please read carefully before you sign. If you do not tell the truth you could be fined. Maximum penalty \$5,500 or imprisonment for 6 months or both.

I authorise Roads and Maritime Services (RMS) to obtain information and/or records, including but not limited to, my driving licence records and the currency of my driver licence, criminal records, charges pending, events and transcripts of proceedings against me, from its own records or the relevant Australian and/or overseas agencies. I understand that RMS may legitimately use this information to determine the outcome of this application for a tow truck drivers certificate and in the administration of that certificate.

I agree to abide by all conditions of my tow truck drivers certificate as provided to me by RMS, and I acknowledge that RMS may impose additional conditions upon a certificate by notifying me of those conditions in writing. I am aware that I must comply with all conditions of the certificate, and that, if I contravene these conditions, I have committed an offence.

I have attached to this application :

- a copy of my current driver licence, including the reverse side, to show any changes of address.
- two passport sized photographs of myself. (see page 1)
- interstate records (see page 2 Section 4) if applicable

I declare that the information contained in this application is true and correct in every detail. I consent to the disclosure of information needed to verify the contents of this application.

Signature

Date

	/		/	
day		month		year

## Section 7. Would you like to collect your drivers certificate from a motor registry?

- Yes - which Motor Registry in NSW would you like to collect your certificate from?

- No, please post

**IMPORTANT NOTE:** RMS uses information including details of any criminal history, convictions and your traffic history to determine your fitness to hold a tow truck drivers certificate. If you are not sure about your eligibility to be granted a tow truck drivers certificate further information can be obtained by contacting Tow Truck Licensing and Compliance on 1300 131 134

## Credit Card Payment Voucher

Please charge the full cost of \$\_\_\_\_\_ for the enclosed Drivers Certificate Application to my credit card.

Applicant name: \_\_\_\_\_

*(if the same as card holder please leave blank)*

Address: \_\_\_\_\_

Card type (tick)     Mastercard     Amex     Visa     Diners Club International

Card number:  -  -  -     Expiry date:  /

Name on card: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of card holder: \_\_\_\_\_

Date:  /  /

**Please ensure your card number is quoted correctly. The application will not be accepted without full payment.**