

To be eligible for a driver authority you must:

- Be at least 20 years of age.
- Hold a current unrestricted/unconditional driver licence issued in New South Wales, and have held an unrestricted driver licence issued in any Australian state or territory for at least 12 months of the previous two (2) years.
- Be an Australian or New Zealand Citizen, permanent resident or hold a visa allowing you to work in Australia.
- Be medically fit. (see details of medical assessment requirements in the information package)

## Part A - Personal Details

**Please note:** if your details change you must notify the Public Passenger Services section of Roads and Maritime Services within 7 days.

1. Surname (family name)

2. Given names

3. Sex      Male       Female

4. Date of birth

5. Place and country of birth

6. Residential address (PO box not accepted)

  


7. Mailing address (if different from above)

  


8. Email address

9. Daytime contact number

10. Fax number

11. Mobile number

12. Driver licence number

13. State issued and class

14. Expiry date

15. How long have you held your NSW Driver licence for?

 years

16. Have you ever held a driver licence issued by another state or territory?

**Note:** If you have held a driver licence from another state or territory in the last 5 years you **will** be required to provide a copy of your driving history from that state.

Yes  **▶ if yes give details** State/territory of issue   
 No

Date issued

Date cancelled / expired

17. Are you now or have you ever been known by another name or date of birth?

Yes  **▶ if yes give details**  
 No

Details

18a. Type of Authority you are applying for?

**Note:** A non-refundable \$70 application fee applies for each type of authority you are applying for.

Bus       4WD       Motorcycle

b. Are you applying through Mutual Recognition?

**Note:** To apply under mutual recognition you must be the current holder of an authority to drive a bus in another Australian state or territory or New Zealand.

Yes   
 No

Please provide 2 recent, identical, clear colour photos  
**65mm x 65mm**,  
 of your head and neck  
 on a pale background  
 without hat or sunglasses

Polaroid, black backed and  
 passport photographs  
 are not acceptable

**AFFIX PHOTO HERE**

Public Passenger Services

Level 4, 16 - 18 Wentworth Street Parramatta NSW 2150

Locked Bag 5085, Parramatta NSW 2124

[www.transport.nsw.gov.au](http://www.transport.nsw.gov.au) | 1800 227 774 | T 02 9689 8888 | F 02 9689 8813 | E [licensing@transport.nsw.gov.au](mailto:licensing@transport.nsw.gov.au)

# Application for an Authority to Drive, Bus or Tourist Vehicle (Motorcycle or 4WD)

## Part B - Your History

### 19. Do you hold or have you ever held a NSW Public Passenger Driver Authority? (Bus, taxi, hire car)

You **must** provide details of any NSW authority to drive a public passenger vehicle you have ever held, including any authority you have held in another name. If you have ever driven a public passenger vehicle in NSW after 1990, you would have been required to hold an authority to drive such a vehicle.

Yes  if yes give details  
No

In which name(s) was authority held

Year issued

Type of authority

Authority number

Is the authority current?

Yes   
No

### 20. Have you ever had a NSW driver authority cancelled, suspended or varied? OR have you ever had an application for an authority to drive a public passenger vehicle refused?

You **must** provide details of all NSW driver authorities you have ever held which have been cancelled, suspended or varied. You must also provide details on any previous applications for a NSW public passenger vehicle driver authority which were refused or not successful.

Yes  if yes give details  
No

#### i In which name(s) was authority applied for

Year

Type of authority

Reason for refusal, cancellation, suspension or variation

  

#### ii In which name(s) was authority applied for

Year

Type of authority

Reason for refusal, cancellation, suspension or variation

  

### 21. Have you ever had your driver licence suspended, cancelled, disqualified or refused for any reason in NSW or elsewhere?

You **must** provide details if you have ever had your driver licence suspended, cancelled, disqualified or refused for any reason. If your driver licence has been suspended, cancelled or disqualified for any reason regardless of whether you think the reason was appropriate you are required to provide details.

Yes  if yes give details  
No

#### i In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or variation

  

#### ii In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or variation

  

#### iii In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or variation

  

**Note:** If you are granted a NSW public passenger vehicle driver authority and you hold a driver licence in another state or territory (ie not NSW) you must provide RMS with an annual police check and driver licence traffic history.

**Important Notice:** Applicants applying for an authority should note that any approvals granted in relation into this application will lapse six months from the date of the approval. Driver training (if required) must be completed within this time. If training has not been completed or the application has not been finalised within six (6) months a fresh application will need to be submitted and a new application fee will be charged.

# Application for an Authority to Drive, Bus or Tourist Vehicle (Motorcycle or 4WD)

22. In the last five (5) years, have you been issued with a Traffic Infringement Notice (fine) or have you been before a court for any traffic offence/s OR is there any court action pending against you in relation to a traffic offence?

*This includes all charges against you which are yet to go to court, are currently before the courts or have been finalised in which you have been found guilty whether a conviction was recorded or not. You must also provide details of any convictions recorded against you, including convictions recorded against you in another name. You must include all traffic offences (convictions) within the last 5 years no matter how minor you believe them to be.*

Yes  if yes give details  
 No

i Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


ii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


iii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


iv Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


v Date

day	/	month	/	year
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Details of offence


Court

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Outcome


*Please attach a separate sheet if you require more space*

23. In the last ten (10) years have you ever been before a court in NSW or elsewhere for any reason where you have been found guilty or convicted for an offence OR are there any charges or court action pending against you for any other offence/s.

*This includes all charges against you which are yet to go before the courts, are currently before the courts or have been finalised in which you have been found guilty and no conviction was recorded. You must also provide details of any convictions recorded against you including convictions recorded against you in another name. You must include all convictions within the last ten (10) years no matter how minor you believe the conviction or charge to be.*

Yes  if yes give details  
 No

i Date

day	/	month	/	year
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Details of offence


Court

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Outcome


# Application for an Authority to Drive, Bus or Tourist Vehicle (Motorcycle or 4WD)

ii Date

day	/	month	/	year
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Details of offence


Court

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Outcome


iii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


iv Date

day	/	month	/	year
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Details of offence


Court

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Outcome


*Please attach a separate sheet if you require more space*

24. Do you have any criminal convictions in NSW or elsewhere which occurred more than ten (10) years ago (more than three (3) years ago if committed as a juvenile) where you were imprisoned for more than 6 months or the conviction/s related to a sexual offence?

*This question requires you to provide details of any convictions which occurred more than ten (10) years ago in which you were imprisoned for more than 6 months or where the conviction related to a sexual offence. You must provide details of any sexual offence you have been convicted of even if the sentence was less than 6 months or where no sentence was served.*

Yes  if yes give details

No

i Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


ii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

--

Outcome


iii Date

day	/	month	/	year
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Details of offence


Court

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Outcome


*Please attach a separate sheet if you require more space*

# Application for an Authority to Drive, Bus or Tourist Vehicle (Motorcycle or 4WD)

## Part C - Citizenship and Visa Status

### 25. Are you an Australian Citizen or Permanent Resident?

Yes  refer below

No

If **yes**, attach a certified copy of your Birth Certificate or Passport or Australian Citizenship Certificate.

### 26. Are you a New Zealand Citizen?

Yes  refer below

No

If **yes**, attach a certified copy of your New Zealand Passport or New Zealand Citizenship Certificate.

### 27. If you are not an Australian or New Zealand Citizen, do you hold the appropriate visa to lawfully seek employment in Australia?

Yes  refer below

No

If **yes**, attach a certified copy of your Passport and valid visa.

**Note: All copies must be certified by a Justice of the Peace (JP) stating that they are true copies of the original. See 'Proof of Identity' below for further details.**

## Part D - Proof of Identity

To obtain a New South Wales public passenger vehicle driver authority you must prove your identity. Roads and Maritime Services uses the 100 point identity check system. All documents must be endorsed as true copies of the originals by a person able to certify such documents or the originals must be sighted by Roads and Maritime Services or Transport for NSW staff. (Refer to the 'Proving your identity' information sheet on the Transport for NSW website)

[www.transport.nsw.gov.au/content/100-point-check-proving-your-identity](http://www.transport.nsw.gov.au/content/100-point-check-proving-your-identity).

Please note when providing your identification documents you must provide at least one (1) primary document (with a value of 70 points) and at least one secondary document (with a value of 30 points). The secondary identification document must be a certified copy of your driver licence.

## Part E - Privacy Statement

Roads and Maritime Services (RMS) collects and holds your personal information for the purposes of attesting that you are of good repute and in all other respects a fit and proper person to hold an authority, and have sufficient responsibility and aptitude, to drive a public passenger vehicle in accordance with law and custom.

RMS also collects and holds your personal information to determine whether or not you meet (and continue to do so) the requirements for authorisation as a public passenger vehicle driver under the *Passenger Transport Act 1990* and *Passenger Transport Regulation 2007*. You are required to provide this information to demonstrate that you continue to satisfy the purposes of authorisation otherwise RMS may suspend or cancel your authorisation.

Failure to provide all the requested information may result in your application being refused and may also be a contravention of the Regulation. RMS may retain and use this information for driver licensing, road transport or road safety purposes.

If required RMS may provide your personal information to the Australian Taxation Office, the Department of Immigration and Citizenship, the Office of Transport Safety Investigation and/or Transport for NSW. RMS may obtain information from Australian law enforcement agencies and from RMS' other driver licensing and/or vehicle registers required to be kept under the Road Transport Law to verify or check your criminal history and/or driving record. You have a right to request access to the information collected by contacting the appropriate RMS office, the contact details are at the end of this form.

## Part F - Applicant Declaration and authority for collection and disclosure of information

I hereby declare that questions 1 to 27 inclusive on this form and the medical assessment form (*if submitted*) have been read by me and understood. The answers given to the questions in this application and the health assessment form are, to the best of my knowledge, true, correct and accurate in every detail.

I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s). I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.

I am aware that any person who attempts to obtain a driver authority by false statement, misrepresentation or omission of details likely to affect such application, shall be guilty of an offence and shall be liable to a penalty of up to \$2,200 and any authority issued may be cancelled.

I will comply with the *Passenger Transport Act 1990*, associated regulation and conditions relevant to a driver authority and understand that failure to do so may result in my authority being suspended, cancelled or varied.

I consent to the disclosure by Roads and Maritime Services of personal information in order to verify any detail I have given in this application, including:

1. A check and release of the details of any convictions, proven offences or charges recorded against my name and kept by any Australian state or territory law enforcement agency or by a country of previous residence.
2. A check and release of information relating to the issue of my driver licence and driving history from any Australian state or territory licensing agency or by a country of previous residence.
3. Any other information relevant to the protection of public revenue or locating the person to whom the information relates.

Roads and Maritime Services is authorised to obtain details of any court related matter/s, whether finalised or pending, which may be deemed by Roads and Maritime Services to be relevant to either this application, the currency of any authority issued or for the suspension, cancellation, variation of or for the review, replacement or renewal of my authority.

I understand that the purpose for such checks is to assist Roads and Maritime Services to be satisfied that I am able to meet the criteria to be granted an authority as set out in the *Passenger Transport Regulation 2007*.

Signature

Name (*print*)

Date

day	/	month	/	year
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# Application for an Authority to Drive, Bus or Tourist Vehicle (Motorcycle or 4WD)

## Part G - Applicant checklist

- Application form (with all questions answered);
- Medical Assessment Form (completed by you and your medical practitioner);
- Two (2) photographs that meet Roads and Maritime Services specifications (one photograph must be signed by a Justice of the Peace (JP) or the applicant sighted by RMS or TfNSW staff).
- Provided proof of identity - see part D;
- A certified copy of your NSW driver licence;
- A certificate stating you have successfully completed the required training course (bus only);
- Applicant Declaration signed;
- Overseas Police Clearance Certificate if resident in Australia for less than five (5) years;
- A non-refundable application fee (\$70) for consideration and processing of the application. All cheques and money orders should be made payable to Roads and Maritime Services. You can pay the application fee via your credit card (Visa and Mastercard only) by filling in your credit card details on the page attached to the rear of this form.

## Part H - Lodgement Details

**Enquiries:** 02 9689 8888  
1800 227 774 (toll free)

**By mail:** Enrolment Processing Unit  
Locked Bag 5085  
Parramatta NSW 2124

**By hand:** Level 4,  
16 - 18 Wentworth Street  
Parramatta NSW 2150

## RMS Office Use

Customer number

Authority number

### Authority type:

Bus

4WD

Motorcycle

### Driving History Check:

OK

Not OK

### Criminal History Results:

Date requested

day	/	month	/	year
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### First results:

NSW

VIC

QLD

TAS

SA

WA

FED

NT

### Revised results:

NSW

VIC

QLD

TAS

SA

WA

FED

NT

### Action:

Acceptable

Warning letter

Refusal

Show cause

### Results of Show cause

Acceptable

Warning letter

Refusal

### Proof of Identity - Primary documents


Points


### Proof of Identity - Secondary documents


Points


### Eligibility check:

Min. 20 years of age

OK

Not OK

Current NSW driver licence

OK

Not OK

Birth certificate, Passport or Visa

OK

Not OK

Immigration check

OK

Not OK

Training completed

OK

Not OK

Health assessment

OK

Not OK

Specialist report required?

Yes

No

Specialist Report

OK

Not OK

### Mutual Recognition:

Application received

Yes

No

Documentation provided

Yes

No

Date history requested:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

History

OK

Not OK

Action Officer

Receipt number

Date

day	/	month	/	year
-----	---	-------	---	------

Fee paid

\$	
----	--

Date Authority issued

day	/	month	/	year
-----	---	-------	---	------

**This form must be completed and provided with your application**

**1. Personal Information**

Name by which I am or ever have been known (including changes by Deed Poll and maiden names)

**(i) Surname (family name)**

Given names

**(ii) Surname (family name)**

Given names

Sex (please tick one)

Male   
Female

Date of birth

Place and country of birth

If born in Australia - State and Town/City of birth

Phone number

Driver licence number

State/Territory of issue

Passport number (if applicable)

Passport Country of issue

**2. Permanent Residential Address over last five years**

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. If actual dates are unavailable, Details of year of residence will suffice. (Attach list if insufficient room).

**(i) Current address**

Period of residence

**(ii)**



**(iii)**



Permanent Residential Address over last five years *continued*

**(iv)**



**3. Obtain Personal Information Consent (no exclusion)**

I, Current Surname (family name)

Current Given name(s)

hereby:

1. acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered is in a category for which NO exclusion has been granted from the application of the Spent Convictions legislation;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. consent to Roads and Maritime Services disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
5. consent to:
  - (i) the CrimTrac Agency disclosing personal information about me to the Australian police services;
  - (ii) the Australian police services disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned; and
  - (iii) the CrimTrac Agency providing the information disclosed by the Australian police services to Roads and Maritime Services in accordance with the laws of the Commonwealth;
6. acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by Roads and Maritime Services in assessing my suitability for public passenger vehicle operator accreditation and/or driver authorisation for which I am applying.

Signature

Name (print)

Date

**Note:** The information you provide on this form, and which the CrimTrac Agency provides to Roads and Maritime Services on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.

### General Information

This Form is used by Roads and Maritime Services (RMS) as part of the assessment process to determine whether a person is suitable for public passenger vehicle operator accreditation and/or driver authorisation.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability.

### Criminal History Record Checks

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services<sup>1</sup> for checking action. By signing the form you are providing consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to Roads and Maritime Services; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to Roads and Maritime Services.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

### New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court.

A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions, and therefore need to be disclosed in the attached form.

These include:

- where a prison sentence of more than six (6) months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the regulations. For more information on spent convictions in NSW contact NSW Privacy on phone 1800 472 679.

### Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

### Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

**It is an offence under s54 of the *Passenger Transport Act 1990* to make a false or misleading statement to obtain or attempt to obtain any authority or accreditation. The maximum penalty for this offence is \$2200 and may result in your application being refused.**

<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.





## Credit Card Authority

- A non-refundable application fee (\$70) for consideration and processing of the application.
- All cheques and money orders should be made payable to Roads and Maritime Services.
- You can pay the application fee via your credit card by filling in your credit card below.

MASTERCARD

VISA

Card number

Valid until

 / 

CCV number

What is a CCV number? - Several numbers are printed in the signature area on the back of your card. The *last three digits* make up the CCV Number.

**Note: A surcharge of 0.4% applies to payments made by Visa/ Master Card.** Amex and Diners Cards are **not** accepted.

Card holder's name

Amount

Card holder's address

Signature of card holder