

To renew your driver authority you need to complete an application and sign the declaration. Complete this form and return to Roads and Maritime Services at the address on the reverse of this form with the required fee. Note: You are not entitled to a NSW driver authority if you have permanently moved interstate or overseas.

IMPORTANT

Roads and Maritime collects and holds this information for the purposes of determining that you are of good repute and in all other respects a fit and proper person to be authorised to drive public passenger vehicles, and that you have sufficient responsibility and aptitude to drive a public passenger vehicle in accordance with the law and custom as required by the *Passenger Transport Act, 1990*. Information is obtained from Australian law enforcement agencies and Roads and Maritime in relation to any offences committed and your driving history.

Part A - Personal Details

1. Personal details

Family name

Given names

Postal address

State

Postcode

Residential address *(Post Office Boxes are not acceptable)*

State

Postcode

Mobile number

Licence number

Authority number

Authority expiry date

day / month / year

2. Since you were first issued with or last renewed your driver authority are there any charges pending against you for any criminal offences or have you been found guilty or convicted by a court in NSW or elsewhere of any criminal offence?

No Yes *Give details*

3. Since you were first issued with or last renewed your driver authority are there any traffic charges pending against you or have you ever been found guilty or convicted by a court in NSW or elsewhere of any traffic offences (other than parking fines)?

If you have answered yes to question 3, you must obtain a copy of your driving record from Roads and Maritime and attach it to this application. You must also submit a photocopy of your current driver licence.

No Yes *Give details*

4. Do you have any adverse medical, physical or mental condition that Roads and Maritime is not aware of which may affect your driving?

No Yes *Give details*

5. Do you have an ABN (Australian Business Number)?

No

Yes *Please provide your ABN (taxi-cab only)*

6. Type of Authority you are renewing

Taxi

Private Hire Vehicle

4WD

Motor Cycle

Bus

Part B - Proof of Identity

To renew 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. (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

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.

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

Fees for renewal

Taxi-cab \$120

Private Hire Vehicle \$45

Bus, 4WD and Motor Cycle Tours \$70

Renewal Application Driver Authority continued

Part C - Privacy statement

We are collecting your personal and health information in connection with your application for the renewal or replacement of a driver authority under the Passenger Transport Act 1990 and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other driver licensing and vehicle registration agencies. We may also disclose your personal information to relevant accredited private hire vehicle operators, accredited taxi-cab operators, authorised taxi-cab network providers or accredited bus operators and to Transport for NSW in connection with the administration of the Passenger Transport Act 1990. Otherwise we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your driver authority. Your personal and health information will be held by Roads and Maritime Services at 101 Miller St, North Sydney NSW 2060 and generally you can contact us to access or correct it.

Part D - Applicant Declaration and authority for collection and disclosure of information

I declare that:

- I have read and understood all the information and questions on this form and the medical assessment from (*if submitted*) and my answers and the information provided by me 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 regulations 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 for Roads and Maritime Services to obtain any information it requires to determine whether to renew or cancel my driver authority and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Roads and Maritime Services. This consent continues and may not be revoked by me so long as I hold (or apply for) a driver authority or while any legal action is proposed against me in respect of a driver authority including a suspended, cancelled or expired authority.

Signature

Name (*print*)

Date

day	/	month	/	year
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Part E - Applicant checklist

- Renewal application form (with all questions answered);
- 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 Roads and Maritime staff). Specifications for the photograph are on the front page.
- Provided proof of Identity – see part B;
- A certified copy of your NSW driver licence and passport or birth certificate;
- Applicant Declaration signed;
- Overseas Police Clearance Certificate if resident in Australia for less than five (5) years;
- A non-refundable application fee 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 F - Lodgement Details

Enquiries: Toll free: 1800 227 774

By mail: Roads and Maritime Services
Locked Bag 5085
Parramatta NSW 2124

By hand: Enrolment Processing Unit
Level 4,
16 - 18 Wentworth Street
Parramatta NSW 2150

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

 to

(ii)

 to

(iii)

 to

Permanent Residential Address over last five years *continued*

(iv)

 to

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 renewing.

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 (Roads and Maritime) 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 services¹ 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.

¹ 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 renewal application fee 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

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Valid until

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CCV number

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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

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Amount

\$	
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Card holder's address

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Signature of card holder

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