

Queensland Marine Licence Remote Area Kit

General notice for applicants or recreational marine licence holders

This kit is provided by the Department of Transport and Main Roads (the department) to assist you in applying for, changing or replacing your Queensland (Qld) recreational marine licence at a participating Queensland Government Agency Program (QGAP) office, or Thursday Island Boating and Fisheries Patrol Office.

New Queensland Marine Licence Indicator

If you hold a Qld driver licence, a Driver Licence with Marine Licence Indicator card will be issued to you. If you do not hold a Qld driver licence, a Marine Licence Indicator card will be issued to you. The new cards are more secure, more durable and more reliable than the existing laminated cards.

The Marine Licence Indicator, or Driver Licence with Marine Licence Indicator card displays all recreational marine licences that have been granted to you, which may include:

- recreational marine driver licence
- personal watercraft licence
- restricted recreational marine driver/personal watercraft licence.

Application requirements

Please read the following **Application Requirements** carefully and use the **Application Checklist** to confirm that all required documentation has been provided to ensure that your application can be processed.

Application form

You must complete the enclosed application form. This form must be signed in the presence of a QGAP or Boating and Fisheries Patrol officer. To ensure you have completed the correct form, refer to the following table:

Transaction	Form
Recreational Marine Driver/Personal Watercraft Licence or Marine Licence Indicator Application	F2334
Replacement Marine Licence Indicator/Marine Licence Indicator Receipt/Address Label Application	F4817
Return/Surrender Declaration	F4778

Specimen Signature (form F2127)

A Specimen Signature (form F2127) must be submitted with your application unless you are returning your card, or surrendering all recreational marine licence products that you hold and you do not hold a current Qld driver licence.

Please ensure that all sections of this form are completed, including both signature boxes. You must clearly print your name and the address where you want your new Marine Licence Indicator or Driver Licence with Marine Licence Indicator card posted to. This postal address will be applied to your customer record and used for correspondence until otherwise advised by you. You will need to notify the department if there is a change to your postal address. You may do so by calling 13 23 80 or visiting *Services online* at www.tmr.qld.gov.au.

Photographs

You are required to provide two identical colour photographs that meet the following format (unless you are returning your card, or surrendering all recreational marine licence products that you hold and you do not hold a current Qld driver licence):

- passport quality (automatic machine photographs are not acceptable (for example, from a photo booth))
- 35mm wide x 45mm long in size and must not be more than 6 months old
- printed on high-quality paper and using high resolution (preferably 600dpi or higher)
- must not be manipulated, for example, by removing spots or softening lines
- signed and endorsed on the reverse side by a QGAP or Boating and Fisheries Patrol officer. One of these photographs must be signed and endorsed on the back with the words: 'I certify this is a true photograph of (*the applicant*) in my presence'.

The following guideline will help you provide suitable photographs so that your application is not delayed by having to submit new photographs that meet the required criteria.

The photographs must:

- show natural skin tones and have appropriate brightness and contrast (no flash reflections and no red eye). Please note, red eye must not be removed in post production software
- show you with a neutral expression and mouth closed
- have a plain, light coloured background (for example white, cream or pale blue)
- show you looking directly at the camera
- show you with no hair across your eyes
- show both edges of your face clearly
- have a full front view of head and shoulders and not show you looking over one shoulder (portrait style) or with head tilted.

Glasses or sunglasses must be removed for the photograph. Please note, glasses or eye patches may be accepted if a *Medical Certificate for Motor Vehicle Driver* (form F3712) states that eye protection is required to be worn by you as protection from the effects of flash photography.

Head coverings and hats are not permitted, except for religious reasons, in which case facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.

Evidence of Identity requirements

You are required to present to the QGAP or Boating and Fisheries Patrol officer your current Qld driver licence, industry authority, marine licence indicator or adult proof of age card. The QGAP or Boating and Fisheries Patrol officer will photocopy the card and endorse it as a true copy of the original.

If you can not present your Qld driver licence, industry authority, marine licence indicator or adult proof of age card, you must present three evidence of identity (EOI) documents.

These documents must include one category A and one category B document. The third document may be from either category. One of these documents must include your signature.

If you have changed your name or the details of your name are different on the documents provided, you must show a change of name document from the relevant Australian Registrar of Births, Deaths or Marriages (BDM). Please refer to the attached *Evidence of Identity Requirements* (form F4362) for more information. You must also complete the *Change of Customer Details (Individuals)* form (form F4214). The *Change of Customer Details (Individuals)* form can be found by visiting <http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4214>.

For the issue of a restricted marine licence

In addition to the above requirements, you must provide your court order to obtain a restricted marine licence. A copy of the court order will be taken by the QGAP or Boating and Fisheries Patrol Officer. The copy will be signed and endorsed with the words: 'I certify this is a true copy of the court order'.

Fees

Depending on the type of application being lodged, you may be required to pay a fee. If a fee is payable, it must be paid when the application is lodged at the QGAP or Boating and Fisheries Patrol office.

Please note fees increase on 1 July each year. Current driver licensing fees can be found at www.tmr.qld.gov.au.

Lodgement

Once you have lodged your application at a participating QGAP or Boating and Fisheries Patrol office, it will be forwarded to the department for processing. If your application for a recreational marine licence is approved, a new card will be sent to you by mail.

Please contact the department by telephone (07) 4091 8304 or facsimile (07) 4091 2668 if you have any questions about the processing of your application.

Application checklist

Use this checklist to ensure that you present the required documentation to the QGAP or Boating and Fisheries Patrol office. Incomplete applications will not be processed.

- Enclosed Application Form (see Application Form section on Page 1) completed
- Specimen Signature (form F2127) completed if required
- Two identical colour photographs, if required
- Your Queensland driver licence, industry authority, marine licence indicator or adult proof of age card (current or expired less than two years) or alternative documents as per Evidence of Identity Requirements for Individuals (form F4362)
- Court order (if applying for a restricted marine licence)
- Applicable fee amount (see www.tmr.qld.gov.au for information about current fees)
- Any other relevant documents to support your application, as specified on the Application Form.



Recreational Marine Driver/Personal Watercraft Licence or Marine Licence Indicator Application

Transport Operations (Marine Safety) Act 1994

Transport Operations (Road Use Management) Act 1995

This form may be used to apply for a—

- Recreational marine driver licence
- Personal watercraft licence.

Recreational Marine Driver Licence (RMDL)

To apply for a RMDL, you must be at least 16 years of age and be able to produce evidence that you have one of the following—

- successfully completed a Department of Transport and Main Roads approved course of training/assessment
- a current equivalent interstate recreational marine licence
- a current Queensland (Qld), interstate or Australian Maritime Safety Authority (AMSA) marine licence to operate a commercial or fishing ship as its master.

Under the *Transport Operations (Marine Safety) Regulation 2016*, an RMDL may be used to operate a Queensland regulated ship (recreation and other), unless otherwise specified.

Personal Watercraft Licence (PWCL)

To apply for a PWCL, you must be at least 16 years of age, hold a valid RMDL or recognised equivalent marine licence and be able to produce evidence that you have one of the following—

- successfully completed a department approved course of training/assessment
- a current equivalent interstate personal watercraft licence.

You may also use this form:

- to apply for a marine licence indicator if your Qld driver licence indicated that you hold a PWCL or RMDL and the driver licence has been cancelled or surrendered
- if you are applying for the issue of a marine licence indicator because you hold a PWCL or RMDL but do not hold a Qld driver licence
- if you are applying for the further issue of your marine licence indicator because the card has expired.

Note: If you hold a Qld driver licence, a marine licence indicator will be added to your driver licence. If your Qld driver licence is currently suspended you will not be eligible for a driver licence with marine licence indicator until your driver licence suspension period has ended. Once your suspension is complete you may apply for a replacement driver licence with marine licence indicator.

Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by showing your Qld driver licence, industry authority, marine licence indicator (conditions apply) or adult proof of age (APA) card. All cards must be current or expired by less than two years.

If you are unable to show one of the above you will need to present three other acceptable EOI documents and evidence of your residential address. For a full list of acceptable EOI, evidence of residential address and change of name documents please refer to the *Evidence of Identity Requirements for Individuals* (form F4362) or visit www.qld.gov.au.

Change of Name Requirements

If you have changed your name or the details of your name are different on the documents provided, you must show a change of name document from the relevant Australian Registrar of Births, Deaths and Marriages (BDM).

Digital Photo

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department or to renew the latest digital photo.

1 What are you applying for?

- RMDL Restricted RMDL (Court ordered)
 PWCL Restricted PWCL (Court ordered)

2 Applicant's details

Family name (Please print)

Given name/s

Male

Female

Residential address

Postcode

Postal address (if same as residential, write 'as above')

Postcode

Daytime contact phone number

Date of birth

Day / Month / Year

Email address

Town and country of birth

Eye colour

Height

 cms

Hair colour

Complexion

3 Can you show your Qld driver licence, industry authority, marine licence indicator or APA card?

Licence/authority/reference number

Yes

No You are required to show three EOI documents (refer to *EOI Requirements for Individuals* (form F4362)). Please provide details of your documents.

Category A (Please print)

Document type for example Australian passport	Document number for example X0100011

Category B (Please print)

Document type for example Medicare card	Expiry date (if applicable)
	/ /
	/ /

Category A or B (Please print)

Document type	Document number

4 Is your name different to the name/s on your EOI documents?

No Yes You are required to show a change of name document (refer to *EOI Requirements for Individuals* (form F4362)). Please provide details of your documents.

Change of name (please print)

Document type for example Qld BDM issued Marriage Certificate	Document number for example X0100011	Registration year for example 2001

5 Do you have a current marine licence?

No Yes Give details below

Marine licence type	Marine licence number
<input type="text"/>	<input type="text"/>
Place of grant	Expiry date (if applicable)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

6 Have you been disqualified by an interstate court from holding or obtaining a marine licence or had an interstate marine licence cancelled or suspended in the last five years?

No Yes Give details below

State	Type of sanction	Date of sanction
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

7 Are you currently disqualified from holding or obtaining a Qld marine licence by an order of a Qld court?

No Yes Give details below

Court	Expiry date of disqualification
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

8 Have any of your Qld marine licences been cancelled for any other reason?

No Yes Give details below

Licence cancelled	Date of cancellation
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

9 Are any of your Qld marine licences currently suspended?

No Yes Give details below

Licence suspended	Expiry date of suspension
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

10 Do you have a Qld driver licence?

No Yes

11 Is your driver licence currently suspended for any reason?

No Yes Give details below

State/Territory/Country	Reason for suspension	Period
<input type="text"/>	<input type="text"/>	<input type="text"/>

11 Do you need to wear glasses/contact lenses to safely operate a ship?

No If you hold a Qld driver licence, this will also add or
 Yes remove the S condition from your licence.

12 Applicant's declaration

Sign only in the presence of an authorised person.

I declare that I have read all the answers I have given to the questions in this application and that the answers given by me are complete, true and correct in every detail.

I understand that it is an offence under the *Transport Operations (Marine Safety) Act* to state anything or give a document to an authorised person that I know contains false or misleading information and that it is grounds upon which the licence may be absolutely voided or cancelled.

I understand that I may be prosecuted for giving or stating any false or misleading information and that penalties apply.

I consent to the department taking, keeping and using my information, digital photo and digitised signature for the purposes associated with the grant of my licence as required under the *Transport Operations (Marine Safety) Act* or as otherwise authorised by law.

I consent to the department verifying my EOI documents or information provided by me with the issuing authority or their agencies.

Applicant's signature

Date

 / /

Privacy Statement: The department collects this information as a requirement under the *Transport Operations (Marine Safety) Act* (the Act) so that you may apply for a Qld RMDL and/or PWCL or marine licence indicator. The information or documents collected for the purpose of this application will be accessible by authorised departmental persons and some of this information may be disclosed to the Qld Police Service and other government authorities as allowed under the Act. The department's licence production contractor will have controlled access to your information, digitised signature and digital photo to make your marine licence indicator. Your information, documents and digital photo may be accessed by authorised departmental persons or police exercising a power in relation to this Act or section 328A of the *Criminal Code Act 1899* or otherwise authorised under the *Police Powers and Responsibilities Act 2000*. The department will not disclose your information, documents, digitised signature or digital photo to any other third parties without your consent unless authorised by law.

Office Use Only

Tick where applicable

- Applicant's details confirmed in TRAILS/TICA
- Applicant's EOI confirmed
- 1:1 match performed
- Application approved
- Application not approved

Comment

Authorising officer's declaration

I declare that I have witnessed the applicant's signature. I am satisfied that the signature accords satisfactorily with the signature appearing on the EOI document/s. I also declare that I have sighted the EOI and change of name documents as required.

Authorising person's name

Authorising person's signature

Date

 / /

Office stamp

Replacement Marine Licence Indicator/ Marine Licence Indicator Receipt/ Address Label Application

Transport Operations (Marine Safety) Act 1994

This form may be used if you are applying for a replacement marine licence indicator for any of the following reasons:

- your marine licence indicator is damaged, destroyed, lost or stolen
- your marine licence indicator was not received in the mail
- your marine licence indicator is defective or faulty
- you have agreed to the amendment of your marine licence
- you have been granted a stay of the decision to cancel your marine licence by the Queensland Civil and Administrative Tribunal (QCAT)
- you have lodged an appeal against a court conviction but not against the severity of the sentence.

You may also use this form if you are applying for a replacement of your marine licence indicator receipt or address label if the receipt or label is damaged, lost or stolen.

Additional information

If you still have your marine licence indicator, you are required to present the indicator to the Department of Transport and Main Roads at the time of this application. You are not eligible to make this application if your marine licence is cancelled or while you are disqualified from holding or obtaining a Queensland marine licence.

If your marine licence is suspended, the code will not be shown on your marine licence indicator. You may apply to have the code included on your marine licence indicator when the suspension has ended.

Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by showing your Queensland (Qld) driver licence, industry authority, Marine Licence Indicator (conditions apply), Adult Proof of Age (APA) Card or Photo Identification (Photo ID) Card. All cards must be current or expired by less than two years.

If you are unable to show one of the above you will need to present three other acceptable EOI documents and evidence of your Qld residential address.

If you have changed your name or the details of your name are different on the documents provided, you must show a change of name document from the relevant Australian Register of Births, Deaths and Marriages (BDM).

For a full list of acceptable EOI, evidence of residential address and change of name documents, please refer to the *Evidence of Identity Requirements for Individuals* (form F4362) or visit www.qld.gov.au.

Digital Photo

You may also be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department or to renew the latest digital photo.

1. Personal details

Family name (please print)

Given name/s

Male

Female

Residential address

Postcode

Postal address (if same as residential, write 'as above')

Postcode

Email address

Daytime contact phone number

Date of birth

 / /

Town and country of birth

2. Can you show your Qld driver licence, industry authority, marine licence indicator, APA Card or Photo ID Card?

Yes Licence/authority/reference number

No You are required to show three EOI documents. Please provide details of your documents.

Change of name (please print)

Document type

(e.g. Australian passport)

Document number

(e.g. X0100011)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Category B (please print)

Document type (e.g. Medicare card)

Expiry date
(if applicable)

<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Category A or B (please print)

Document type

Document number or Expiry date
(do not give credit/debit card number)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3. Is your name different to the name/s on your EOI documents?

No Yes You are required to show a change of name document. Please provide details of your documents.

Category B (please print)

Document type

(e.g. Qld BDM Issued

Document number

(e.g. 001000)

Registration year

(e.g. 2001)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. What type of product are you replacing?

Marine licence indicator Address label

Marine licence indicator receipt

5. What is the reason for the replacement?

Damaged (DMGD) Destroyed (DEST)

Lost (LOST) Stolen (STOL)

Other

continued page 2...

6. Are you applying for a replacement marine licence indicator for any of the following reasons?

(a) to show amended licence conditions as notified by the department

No Yes (CONC)

(b) you have not received your marine licence indicator in the mail

No Yes Please confirm your postal address details (LOMC) (LOMP)

Postcode

(c) your marine licence indicator is defective or faulty

No Yes Please give details about the defect or fault (DEFE) (FLTY)

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(d) your photo image is no longer a true likeness

No Yes (MGAP) (NCIM)

(e) you have been granted a stay of the decision to cancel your marine licence by QCAT

No Yes Give a copy to the QCAT decision (PROD)

(f) you have lodged an appeal against a court conviction but not against the severity of the sentence

No Yes Give a copy of your court appeal application (PROD)

(g) other reason

No Yes Please detail the reason for your application for a replacement marine licence indicator

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7. What type of Qld marine licence do you currently hold?

Recreational Marine Driver Licence (RMDL)

Personal Watercraft Licence (PWCL)

8. Are you currently disqualified from holding or obtaining a Qld marine licence by an order of a Qld court?

No Yes Give details below

Court	Expiry date of disqualification
	/ /

9. Applicant's declaration

I declare that I have read all the answers I have given to the questions in this application and that the answers given by me are complete, true and correct in every detail.

I understand that is an offence under the *Transport Operations (Marine Safety) Act* to state anything or give a document to an authorised person that I know contains false or misleading information and that it is grounds upon which the licence may be absolutely voided or cancelled. I understand that I may be prosecuted for giving or stating any false or misleading information and that penalties apply.

9. Applicant's declaration - continued...

I consent to the department taking, keeping and using my information, digital photo and digitised signature for the purposes associated with the grant of my licence under the *Transport Operations (Marine Safety) Act* or as otherwise authorised by law.

I consent to the department verifying my EOI documents or information provided by me with the issuing authority or their agencies.

Applicant's signature

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Date

/ /

Privacy Statement: The department collects this information under the provisions of the *Transport Operations (Marine Safety) Act* and *Transport Planning and Coordination Act 1994* so that you may apply for a replacement Qld Marine Licence Indicator or address label. The department may disclose this information to other government authorities, and the Queensland Police Service (QPS). Your digital photo may also be released to the QPS. The department's card production contractor will have controlled access to your information, digitised signature and digital photo to make your card. Information, including your digital photo or digitised signature, may be disclosed to an authorised agency if the information is connected to an application for its product. Your information will not be disclosed to any other third party without your consent, unless required or authorised by law.

Authorising person's checklist (tick where applicable)

Applicant's details confirmed in TRAILS/TICA

Applicant's EOI confirmed

1:1 match performed

Correction of record

Application approved

Application not approved

Comment

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Authorising person's declaration

I am satisfied the applicant's signature matches the applicant's EOI documents which I have sighted.

Authorising person's name

--

Authorising person's signature

--

Date

/ /

Office Stamp

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Return/Surrender Declaration

(Driver Licence, Adult Proof of Age Card, Photo Identification Card or Marine Licence Indicator)

Photo Identification Card Act 2008; Transport Operations (Marine Safety) Act 1994;
Transport Operations (Road Use Management) Act 1995



Queensland
Government

Please use this form if you are required to return your Queensland driver licence, Adult Proof of Age (APA) Card, Photo Identification (Photo ID) Card or Marine Licence Indicator card to the Department of Transport and Main Roads because the product has been **cancelled**.

This form may also be used if you wish to **voluntarily surrender** your driver licence, APA Card, Photo ID Card or Marine Licence Indicator.

Note: This form must not be used if you are applying for a replacement of your card because the card is damaged, destroyed, lost or stolen. You must complete the relevant replacement application form for example, for a replacement driver licence— the *Replacement Driver Licence/ Driver Licence Receipt/Licence Label Application* form (F3006).

1. Personal details

Family name (please print)

Given name/s

Residential address

Postcode

Postal address (if same as residential, write "as above")

Postcode

Email address

Daytime contact phone number

Date of birth

2. Which type of card/s do you hold?

driver licence Marine Licence Indicator

APA Card Photo ID Card

3. What is your driver licence, APA Card, Photo ID Card or Marine Licence Indicator number?

Licence/reference number

4. Are you returning any of the following cards because the product has been cancelled?

No

Yes Which product has been cancelled?

driver licence Marine Licence Indicator

APA Card Photo ID Card

5. Are you voluntarily surrendering any of the following products?

No

Yes Which product are you surrendering?

driver licence

APA Card

Photo ID Card

Marine Licence Indicator

Note: If you are voluntarily surrendering your driver licence you may be eligible for a free Photo ID Card. For more information visit www.qld.gov.au.

6. Have you enclosed your card with this declaration?

Yes

No What is the reason for not enclosing your card?

I have already **returned** my card to:

Location

Date

I have **not returned** my card because it is:

Destroyed Lost

Stolen Other give details below

7. Your declaration

I declare that I have read all the answers I have given to the questions in this declaration and that the answers given by me are complete, true and correct in every detail.

I understand that the surrender of my driver licence may affect the validity of any industry authority held by me.

I understand that I may be prosecuted for giving or stating any false or misleading information.

Applicant's signature

Date

It is an offence under the relevant Transport Act or the Photo Identification Card Act 2008 to state anything or give a document to an authorised person if you know it contains false or misleading information. Penalties apply.

Privacy Statement: The Department of Transport and Main Roads provides this form under the relevant Transport Acts and *Photo Identification Card Act 2008* to enable you to surrender your driver licence, Marine Licence Indicator, APA Card or Photo ID Card or to return your cancelled driver licence, Marine Licence Indicator, APA Card or Photo ID Card. The information collected on this form is accessible only by authorised departmental persons and the Queensland Police Service. Your personal information will not be disclosed to any other third parties without your consent unless authorised or required by law.

8. How to return or surrender your card

Please return your completed *Return/Surrender Declaration* and your driver licence, Marine Licence Indicator, APA Card or Photo ID Card (if available) by—

- visiting your nearest licence issuing centre; or
- mailing to— **Department of Transport and Main Roads
Emerald Customer Service Centre
PO Box 1787
Emerald Qld 4720**

Office Use Only

Authorising person's name

Authorising person's signature

Date

Office Stamp



Specimen Signature

Photo Identification Card Act 2008; Tow Truck Act 1973; Transport Operations (Marine Safety) Act 1994; Transport Operations (Passenger Transport) Act 1994; Transport Operations (Road Use Management) Act 1995

Instructions for printing this form: To ensure that the correct size is obtained for digital imaging of your signature, plain white A4 paper must be used. Please ensure both signature boxes are completed.

1. Specimen signature

Specimen Signature

Please sign using a black pen so that your signature is within the white space provided

Specimen Signature

Please sign using a black pen so that your signature is within the white space provided

..... fold here

2. Postal address label (only for driver licence holders who are temporarily interstate or overseas)

For the renewal or replacement of your Queensland driver licence, clearly print your name and the address where you want your new driver licence posted to:

Name:

Building Name: Floor:

Unit/Flat No: Street No:

Street Name:

Suburb/Town: Postcode:

Country:

..... fold here

3. Contact details

To assist with the processing of your application, please supply contact details for any queries about your application.

Contact Name:

Contact Telephone Number:

Email Address:

.....

Privacy Statement: The Department of Transport and Main Roads provides this form under the *Transport Operations (Road Use Management) Act, Tow Truck Act, Transport Operations (Passenger Transport) Act, Transport Operations (Marine Safety) Act* and the *Photo Identification Card Act* so that you may provide a specimen of your signature for inclusion on your new Queensland driver licence, industry authority, marine licence indicator or photo identification card. The information or signature collected on this form will be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service and interstate driver licensing authorities as allowed under the Acts. The department will not disclose your personal information or signature to any other third parties without your consent unless authorised or required by law.



The following information is provided to guide you through the process of when you have a permanent, or long-term medical condition and a medical assessment is required to determine whether you meet the medical criteria for the class of driver licence you currently hold, or the class of driver licence you are applying for.

Your treating doctor will undertake your medical assessment in accordance with the nationally consistent medical standards set out in the Austroads *Assessing fitness to drive for commercial and private vehicle drivers* (AFTD) publication.

Notifying the Department of Transport and Main Roads (the department)

If you hold a Queensland driver licence, or are applying for a Queensland driver licence, you have a legal obligation to notify the department as soon as you become aware of any permanent, or long-term medical condition that is likely to adversely affect your ability to drive safely.

The department can legally require you to give medical evidence (i.e. a current *Medical Certificate for Motor Vehicle Driver (form F3712)* completed by your treating doctor) about whether you meet the medical criteria for the class of driver licence you hold, or the class of driver licence you are applying for.

Forms required

Private and Commercial Vehicle Driver's Health Assessment (form F3195). This form has been developed to assist your treating doctor with their medical assessment to determine whether you meet the medical criteria for a conditional, or unconditional driver licence. The completed *Private and Commercial Vehicle Driver's Health Assessment (form F3195)* will be retained by your treating doctor as part of their records. To download a copy of this form please visit www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3195/

Medical Certificate for Motor Vehicle Driver (form F3712). This form has been developed so that your treating doctor and/or optometrist, or ophthalmologist may provide an opinion to the department about whether you meet the medical criteria for a driver licence and any recommended conditions/restrictions that should be associated to your driver licence. For additional copies of this form please visit www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3712/

Health professional fees

You are responsible for payment of any fees that are charged by health professionals for their services. Such fees are set at the discretion of each individual health professional.

Getting your completed *Medical Certificate for Motor Vehicle Driver (form F3712)*

- Make an appointment with your treating doctor to determine if you have a permanent, or long-term medical condition that is likely to adversely affect your ability to drive safely. When making your appointment, advise the receptionist why you are making the appointment as this kind of medical assessment may take longer than a standard consultation.
- To assist your treating doctor with your medical assessment, complete the health questionnaire on page 1 of the *Private and Commercial Vehicle Driver's Health Assessment (form F3195)* prior to your appointment and give it to your treating doctor. Your treating doctor will complete page 2 as part of their medical assessment and will generally retain the completed form for their records.
- You will also need to complete Part 1 of the *Medical Certificate for Motor Vehicle Driver (form F3712)* prior to your appointment and give it to your treating doctor at the commencement of your medical assessment.
- If the medical assessment has been requested for a particular reason e.g. you have been issued a show cause notice on medical grounds by the department, you need to advise your treating doctor of this reason. If you need to wear glasses or contact lenses when driving, make sure you take these with you to your appointment.
- If you drive, or intend to drive a vehicle for commercial reasons (e.g. a class MR, HR, HC or MC vehicle, drive a bus or a personalised transport service etc.), you must tell your treating doctor so that you are assessed correctly under the commercial standards in the AFTD.

- If your treating doctor thinks it is necessary, or the AFTD requires it, you may be required to be assessed by an appropriate specialist before your treating doctor is able to provide the department with an opinion about whether you meet the medical criteria for a driver licence.
- If your treating doctor has referred you to an optometrist or ophthalmologist, Part 3 of the *Medical Certificate for Motor Vehicle Driver (form F3712)* must be completed by your treating optometrist or ophthalmologist. If you need to wear glasses or contact lenses when driving, take these with you to your appointment.
- Any reports from your specialist, physiotherapist, occupational therapist, optometrist or ophthalmologist must be given to your treating doctor before they can complete Part 2 of the *Medical Certificate for Motor Vehicle Driver (form F3712)* and provide an opinion regarding your medical fitness to drive.

If there is a delay in seeing your specialist

If there is a delay before you can see a specialist, talk to your treating doctor about whether you meet the criteria to hold a conditional licence. If so, your doctor may issue you with an interim *Medical Certificate for Motor Vehicle Driver (form F3712)* to cover this period on the provision that you have an appointment booked and your medical condition is not likely to lead to an acute incapacity, or loss of concentration before you see the specialist.

Your completed *Medical Certificate for Motor Vehicle Driver (form F3712)*

You can present your completed *Medical Certificate for Motor Vehicle Driver (form F3712)* at your nearest TMR customer service centre, or you can send it via:

Email: mcr@tmr.qld.gov.au

Mail: Department of Transport and Main Roads
Locked Bag 2000
Red Hill Rockhampton Qld 4701

Fax: 4931 1624

The department will consider the opinion of your treating doctor and any recommended conditions/restrictions and make a decision about whether you are eligible for the class of driver licence you currently hold, or the class of driver licence that you are applying for.

If you do not agree with the decision

If you do not agree with the department's decision you can apply for a reconsideration of the decision by completing an *Application for Reconsideration of a Decision of the Chief Executive (form F2981)*. The *Application for Reconsideration of a Decision of the Chief Executive (form F2981)* is available from a TMR customer service centre, or by telephoning 13 23 80*.

Alternatively, you can apply to the Queensland Civil and Administrative Tribunal (QCAT) for a review of the decision. For information about the QCAT process, please call 1300 753 228 or visit www.qcat.qld.gov.au.

Indemnity for health professionals

The *Transport Operations (Road Use Management) Act 1995* provides indemnity against liability, both civilly or under an administrative process, for health professionals who give information in good faith to the department about a person's medical fitness to hold, or to continue to hold a Queensland driver licence.

For more information

For more information about medical conditions and driving, please visit www.qld.gov.au/transport/licensing/update/medical or call 13 23 80*.

**Check with your service provider for call costs.*

Privacy Statement: The Department of Transport and Main Roads (the department) collects this information under the provisions of the Acts nominated on this form so that you may confirm your medical fitness to drive a motor vehicle safely. The department may disclose this information to interstate authorities that issue driver licences, pilot or escort vehicle driver accreditations, driver or rider training accreditations, traffic controller accreditations, dangerous goods vehicle licences, tow truck licences and driver authorisations, and the Queensland Police Service (QPS). Your information will not be disclosed to any other third parties without your consent, unless required or authorised by law.



Medical Certificate for Motor Vehicle Driver

Transport Operations (Passenger Transport) Act 1994, Tow Truck Act 1973
Transport Operation (Road Use Management) Act 1995

This form has been provided so that your treating doctor, optometrist or ophthalmologist (if required) may provide their opinion about whether you meet the medical and/or visual standards for a driver licence for the class/es of licence you currently hold, or the class of driver licence you are applying for.

Part 1 of this form should be completed by you before giving the form to your treating doctor.

Part 2 should be completed by your treating doctor after considering any report from a specialist, optometrist or ophthalmologist (if required).

Part 3 should be completed by your treating optometrist/ophthalmologist if your vision or eye disorder is not rectified by wearing glasses or contact lenses.

This medical assessment should be conducted in accordance with the national medical standards in the Austroads Assessing fitness to drive for commercial and private vehicle drivers (AFTD) publication. This publication is available from the Austroads website www.austroads.com.au. For more information about medical fitness to drive, please visit www.qld.gov.au/transport/licensing/update/medical.

Important: Parts 1 and 2 of this form must be completed in full or it will not be accepted by the Department of Transport and Main Roads.

Part 1 - Personal Details (to be completed by the driver)

1. Personal details

Family name

Text input field for family name

Given name/s

Text input field for given name/s

Date of birth (dd/mm/yyyy)

Date input field with slashes

Contact number

Contact number input field with parentheses

Residential address

Residential address input field with postcode

Postal address (if same as residential address, write 'as above')

Postal address input field with postcode

Email address

Email address input field

Licence number (if known)

Licence number input field

State/Territory/Country of issue

State/Territory/Country of issue input field

2. What class/es of licence are you applying for or currently hold?

Motorbike (RE or R) [checkbox] Heavy Rigid (HR) [checkbox]

Car (C) [checkbox] Heavy Combination (HC) [checkbox]

Light Rigid (LR) [checkbox] Multi-Combination (MC) [checkbox]

Medium Rigid (MR) [checkbox] Specially Constructed Vehicle(UD) [checkbox]

3. Do you drive, or intend to drive--

- a vehicle with a GVM of more than 8t (class MR, HR, HC, MC, UD)?
No [checkbox] Yes [checkbox] see note*
a public passenger vehicle (e.g. a bus or a personalised transport vehicle)?
No [checkbox] Yes [checkbox] see note*
a vehicle transporting dangerous goods in a receptacle with a capacity of more than 500L or 500kgs?
No [checkbox] Yes [checkbox] see note*

*Note: To assist your treating doctor with your medical assessment, please complete page 1 of the Private and Commercial Vehicle Driver's Health Assessment (form F3195) prior to attending your appointment. You will be assessed against the commercial standard in the AFTD.

4. Do you need to wear glasses or contact lenses for driving?

No [checkbox] Yes [checkbox]

5. Has your most recent driver licence been cancelled, or downgraded on medical grounds, or have you been given a notice proposing the cancellation, or downgrade of your driver licence on medical grounds by any driver licensing authority, or police officer?

No [checkbox] Yes [checkbox]

6. Do you agree to the amendment of your driver licence for the purpose of adding/removing a condition from your driver licence, or for the purpose of adding/removing a class of licence from your driver licence?

Yes [checkbox] No [checkbox] If your driver licence requires amendment you will need to complete a separate Driver Licence Admendment (form F4358), which may delay the reissue of your driver licence.

7. Driver's declaration:

I declare that the information I have provided on this form and to my treating doctor is true and complete.

I understand that the Department of Transport and Main Roads (the department) may contact my treating doctor for further information about my medical fitness to drive, or to clarify the information that has been provided in this form. I authorise the department to contact my relevant health professional as it relates to my suitability to apply for, or hold a drivers licence.

I further understand that action may be taken to amend, suspend, or cancel my driver licence if it is proven the driver licence was obtained on the basis of information that I knew was false or misleading, and that I may be prosecuted as a result.

Driver's signature

Signature line

Date

Date input field

Vertical text on the left side: 'This tear-off medical certificate must be carried when driving.' and 'Queensland Government for Motor Vehicle Driver Medical Certificate'. Includes fields for 'Licence number (if known)', 'Name of driver (please print)', 'Review/expiry date', 'Medical Certificate issue date', 'Licence class(es)', 'Licence Conditions/Restrictions', 'Doctor's details', 'Signature', 'Name (please print)', and 'Address and contact telephone number (office stamp)'.

Part 2 - Medical Assessment (to be completed by the treating doctor)

Important Information

- Your medical assessment must be conducted in accordance with the medical standards in Austroads *Assessing fitness to drive for private and commercial motor vehicle drivers* (AFTD) publication, which is available at www.austroads.com.au.
- You must assess the person against the commercial standards if they are:
 - applying for, or currently hold a class MR, HR, HC or MC driver licence
 - driving, or intending to drive a public passenger vehicle (e.g. a bus or a personalised transport service etc.), or a vehicle to transport dangerous goods in a receptacle with a capacity of more than 500L or 500kg.
- If the AFTD states that assessment by a specialist is required, then you must refer the person to the relevant specialist.
- If you are uncertain about the impact of the person's medical condition on their ability to drive safely, you can refer the person to a specialist, physiotherapist, occupational therapist, optometrist or ophthalmologist for an opinion.
- Do not complete Part 2 Medical Assessment until you have received all of the necessary reports back from the person's specialist, physiotherapist, occupational therapist, optometrist or ophthalmologist.
- All driver licensing decisions are the responsibility of the Department of Transport and Main Roads and your recommendation regarding the person's medical fitness to drive, is considered as part of the decision making process.
- For more information on medical conditions and driving please visit www.qld.gov.au/transport/licensing/update/medical or call 13 23 80.

1. Were you familiar with this person's medical history prior to this assessment?

No Yes How long has this person been treated at this medical practice?

weeks/months/years

See Question 5 on Part 1 of this form. If you are not familiar with the person's medical history, or you haven't been involved in any previous assessment of the person's medical fitness to drive, this assessment should generally be more thorough than a normal consultation. Particularly where the person has had their licence suspended, cancelled, or downgraded on medical grounds.

2. What is your assessment of the person's visual acuity?

Do not complete if Part 3 has been completed by an optometrist or ophthalmologist.

R 6/ L 6/ Binocular 6/

2.1 Visual fields (confrontation to each eye)

Normal Abnormal

3. Does this person need to wear glasses or contact lenses for driving?

Do not complete if Part 3 has been completed by an optometrist or ophthalmologist.

No Yes Code S will be shown on the licence.

4. Does this person have any other vision or eye disorders?

Part 3 may be required to be completed if the disorder is not rectified by wearing glasses or contact lenses.

No Yes Code M may be shown on the licence.

5. Please choose one recommendation (A, B or C) regarding the person's medical fitness to drive.

A. **Meets the medical criteria for an unconditional licence.** Please mark **one** of the following boxes to indicate the reason why.

- person does not have a permanent or long-term medical condition
- person has a permanent or long-term medical condition and the AFTD provides the person is fit to hold an unconditional licence
- person's medical condition has improved. The person no longer needs a conditional licence and requires no further medical review (M condition will be removed)
- person has a non-progressive medical condition, which does not require a further medical review and they do not need to drive a modified vehicle, or a vehicle that has an automatic transmission
- person is 75 years or older and has no permanent or long-term medical condition*

What is the medical certificate expiry date?

/ /

(maximum period is 13 months from date of issue)

B. **Meets the medical criteria for a conditional licence.** Please mark **one or more** of the following boxes to indicate the conditions.

- person has a permanent or long-term medical condition, **which is not likely** to adversely affect their ability to drive safely and requires a further medical review (**M condition will be added**)*

What is the medical certificate expiry date?

/ /

(the expiry date must not be longer than the review period stated in the AFTD, or if the person is 75 years or older the maximum period is 13 months from date of issue)

- vehicle must be fitted with an automatic transmission (**A condition will be added**)
- vehicle must be fitted with a synchromesh gearbox (**B condition will be added**)
- vehicle must be modified to suit the person's physical disability (**V condition will be added**)

Please specify the type of vehicle modification/s

- other condition/s and/or restriction/s (**M condition will be added**)*

Please specify the type of condition/s and/or restriction/s

(refer to Table 4 Licence Conditions on page 23 of the AFTD)

What is the medical certificate expiry date?

/ /

C. **Does not meet the medical criteria for a driver licence.**

***You must complete the tear off Medical Certificate for Motor Vehicle Driver located at the bottom of page 2.**

6. What medical standard did you refer to in the AFTD for this medical assessment?

Private A class C (car), RE or R (motorcycle), LR (light rigid) driver licence, unless the person is authorised, or applying for authorisation to carry public passengers (for hire or reward) or dangerous goods.

Commercial A class MR (medium rigid), HR (heavy rigid), HC (heavy combination), MC (multi-combination) driver licence, a person who is authorised or apply for authorisation to carry public passengers (for hire or reward) or dangerous goods.

In your opinion, the person meets the above medical standard to hold what classes of licence?

Doctor's details (please print)

Name Contact number
()

Email address

Address (office stamp)

Signature Date
/ /

Part 3 - Eyesight Assessment (to be completed by the treating optometrist or ophthalmologist) - if required

This assessment should be conducted in accordance with the standards provided in the Austroads *Assessing fitness to drive for private and commercial vehicle drivers* (AFTD) publication, which is available at the Austroads website www.austroads.com.au.

The purpose of this eyesight assessment is so that an optometrist, or ophthalmologist may provide an opinion to the treating doctor about whether a person meets the visual criteria for a driver licence and any recommended conditions/restrictions. An eyesight assessment is not a holistic assessment of a person's medical fitness to drive, and therefore, should not be used as a standalone assessment.

The completed assessment must be returned to the treating doctor who will consider it in conjunction with Parts 1 and 2 of the *Medical Certificate for Motor Vehicle Driver* form. The Department of Transport and Main Roads will not accept Part 3 without the completion of Parts 1 and 2 of the *Medical Certificate for Motor Vehicle Driver* form.

1. What medical standards did you refer to in the AFTD to assess this person's eyesight?

Private Standards Commercial Standards

2. In my opinion, the person named in this report:

A. Meets the visual criteria for an unconditional licence

Recommended conditions/restrictions

B. Meets the visual criteria for an unconditional licence as visual condition has improved and no longer needs a conditional licence and requires no further review.

Code M may be removed from the licence once the treating doctor has completed Part 2 and considers there are no other conditions/restrictions. Provide details opposite.

C. Meets the visual criteria for a conditional licence and requires further review (code M will be shown on the licence).

Other recommended conditions/restrictions (refer Table 4 Licence Conditions on page 23 AFTD). Provide details opposite.

D. Does not meet the visual criteria as set out in the AFTD.

3. What is your assessment of the person's visual acuity?

R 6/	L 6/	Binocular 6/
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4. Does this person need to wear glasses or contact lenses for driving?

No Yes Code S will be shown on the licence.

5. Visual fields

Visual fields tested by confrontation or automated perimetry

Normal

Abnormal

Optometrist's/ophthalmologist's details (please print)

Name	Contact number
<input type="text"/>	(<input type="text"/>) <input type="text"/>

Address (office stamp)	Postcode
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>



Evidence of Identity Requirements for Individuals

As part of the Department of Transport and Main Roads application process, you may be required to present evidence of your identity (EOI) and evidence of residential or garaging address documents.

If you are unable to present your Queensland driver licence (current or expired less than two years), the EOI requirements may be met if you can present your current Queensland industry authority, marine licence indicator, adult proof of age card or photo identification card (conditions apply). If you are unable to present any of these documents, you will need to present three original EOI documents:

One category A + two category B or Two category A + one category B

All documents must be original and current unless otherwise stated. Photocopies and certified copies of original documents are not acceptable. The category A document must show your full name. At least one category A or B document must show your signature. EOI documents presented may be verified with the issuing authority.

Category A documents	Status
<ul style="list-style-type: none"> Australian Birth/Bicentennial Birth Certificate - full (not Extract or Commemorative Certificate) Australian Citizenship Certificate/Naturalisation Certificate Department of Immigration and Border Protection (DIBP) – Certificate of Evidence of Resident Status; Visa Evidence Card (with PLO56 Visa) Queensland or Federal police officer photo identity card. 	Current
<ul style="list-style-type: none"> Australian/foreign passport Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage Australian photo driver licence Queensland Government issued photographic high risk work licence Queensland Accreditation/Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver. 	Current or expired less than two years
<ul style="list-style-type: none"> DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. 	Valid up to five years after issue
<ul style="list-style-type: none"> Queensland Card 18+ (laminated). 	Issued after 01/01/1992
Category B documents	Status
<ul style="list-style-type: none"> Australian Defence Force photo identity card (excluding civilians) Australian Firearm or Australian Security Guard/Crowd Controller Licence (with photo) Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) Education institution student identity document (must include photo and/or signature) Financial institution debit/credit card (must include signature and embossed/printed name) Medicare card; Department of Human Services BasicsCard Interstate government-issued or government-approved photo identity card. 	Current

If you have changed your name or the names on your EOI documents are different, you will need to present a change of name document.

Change of Name documents	Status
<ul style="list-style-type: none"> Australian Marriage Certificate (ceremonial marriage certificates are not accepted) Australian civil partnership/relationship certificate Australian Change of Name Certificate Australian Birth Certificate (amended and/or with notations). 	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none"> Divorce papers Decree Nisi or Absolute (must show the name being reverted to). 	Issued by relevant court
<ul style="list-style-type: none"> Deed Poll. 	Issued prior to 01/02/2004

If your residential address does not appear on your category A and/or B document, you will need to present a Queensland residential and/or garaging address document.

Queensland residential and/or garaging address documents	Status
<ul style="list-style-type: none"> Contract of property purchase, lease/rental document, mortgage/land ownership certificate Electricity, gas or telephone account Queensland local government rates notice; Queensland Land Tax valuation notice; Australian electoral document; official letter from Centrelink/Department of Human Services Queensland vehicle registration notice or certificate; Queensland driver licence renewal notice Bank statement issued within last six months (accompanied by corresponding bank card). 	Current
<ul style="list-style-type: none"> Australian Taxation Office (ATO) Notice of Assessment/Tax file number confirmation notice. The ATO recommends that you block out your tax file number prior to presenting this document. 	Current or previous financial year

Further information: If you are unable to show a particular type of EOI document, please call 13 23 80* or visit a customer service centre or driver licence issuing centre for further advice. For more information about obtaining a Queensland Birth, Marriage or Change of Name Certificate, please contact the Registry of Births, Deaths and Marriages by visiting www.justice.qld.gov.au/bdm, calling 13 74 68 or emailing bdm-mail@justice.qld.gov.au. For information about obtaining a departmental product, visit www.qld.gov.au or call 13 23 80*.



Evidence of Identity Requirements for Organisations

As part of the Department of Transport and Main Roads application process, you may be required to present the following evidence of identity (EOI) documents (where applicable) that establishes the legal existence of the organisation. Where stated, and rather than providing official documentation, the organisation details may be verified by the department via the issuing authority's website.

<p>Acceptable verification and documentation for a business - both of the below are required:</p> <ul style="list-style-type: none"> • Business can be verified as having a status of 'registered' on the Australian Securities and Investment Commission (ASIC) website at www.asic.gov.au or has a status of 'active' on the Australian Business Register's ABN Lookup website at www.abr.business.gov.au • EOI for the legal entity (business holder/proprietor) behind the business name. <p>If representing the business, please also see the 'Representative documents' area below.</p>
<p>Acceptable verification or documentation for a partnership - one of the below is required:</p> <ul style="list-style-type: none"> • Partnership can be verified as having a status of 'active' on the ABN Lookup website at www.abr.business.gov.au • Original or certified copy of the formal Deed of Partnership.
<p>Acceptable verification for an Australian company</p> <ul style="list-style-type: none"> • Company can be verified as having a status of 'registered' on the ASIC website at www.asic.gov.au. <p>If representing the company, please also see the 'Representative documents' area below.</p>
<p>Acceptable verification or documentation for an overseas company - one of the below is required:</p> <ul style="list-style-type: none"> • The Australian Registered Body Number (ARBN) can be verified as having a status of 'active' on the ASIC website at www.asic.gov.au • Original or certified copy of the Certificate of Registration of a Registrable Australian Body displaying the ARBN. <p>If representing company, please also see the 'Representative documents' area below.</p>
<p>Acceptable documentation for a trust - one of the below is required:</p> <ul style="list-style-type: none"> • Original or certified copy of Deed of Trust plus original individual EOI for the legal entity (trustee) behind the trust name • An original official document (such as a letter from a solicitor confirming the existence of the trust) plus, where the trustee behind the trust name (legal entity) is an individual, their original individual EOI. <p>If representing the trust, please also see the 'Representative documents' area below.</p>
<p>Acceptable verification or documentation for an association incorporated under Queensland legislation - one of the below is required:</p> <ul style="list-style-type: none"> • Incorporated Association Number is current on the Office of Fair Trading (OFT) website at www.qld.gov.au (search - check a charity or association) • Indigenous Corporation number is current on the Office of the Registrar of Indigenous Corporations website at www.oric.gov.au • Original Certificate of Registration issued by the OFT for a co-operative registered under the <i>Cooperatives Act 1997</i> • Original Letters Patent issued by the OFT under the <i>Religious Educational and Charitable Institutions Act 1861</i> (repealed).
<p>Acceptable verification or documentation for an association incorporated under interstate legislation - one of the below is required:</p> <ul style="list-style-type: none"> • Verification the company has a status of 'registered' on the ASIC website at www.asic.gov.au • Original or certified copy of the Certificate of Incorporation issued by an interstate OFT (or their equivalent).
<p>Acceptable documentation for a body corporate - one of the below is required:</p> <ul style="list-style-type: none"> • Original Registration Confirmation Statement issued by the Department of Natural Resources and Mines (DNRM) • Original document from DNRM with Community Management Scheme number • Original DNRM document addressed to the body corporate.
<p>Queensland garaging address documents - one of the below is required:</p> <ul style="list-style-type: none"> • Australian Taxation Office Assessment • Contract of property purchase; lease/rental document; mortgage/land ownership certificate or notice of body corporate fees • Queensland local government rates notice, electricity, gas or telephone account • Insurance papers which contain a field called garaging address.
<p>Representative documents</p> <ul style="list-style-type: none"> • Original <i>Authority to Represent Registered Operator Vehicle Registration</i> (form F5225) (or original letter of authority from organisation).
<p>Change of name verification or documentation</p> <p>Company/Business - one of the below is required:</p> <ul style="list-style-type: none"> • Verification the company/business name has changed on the ASIC website at www.asic.gov.au • Original Certification of Registration on Change of Name or Business Name Registration Certificate issued by the ASIC. <p>Trust:</p> <ul style="list-style-type: none"> • Original written advice from the trustee stating the new name and the trustee is the same as both before and after the name change.

Contact information

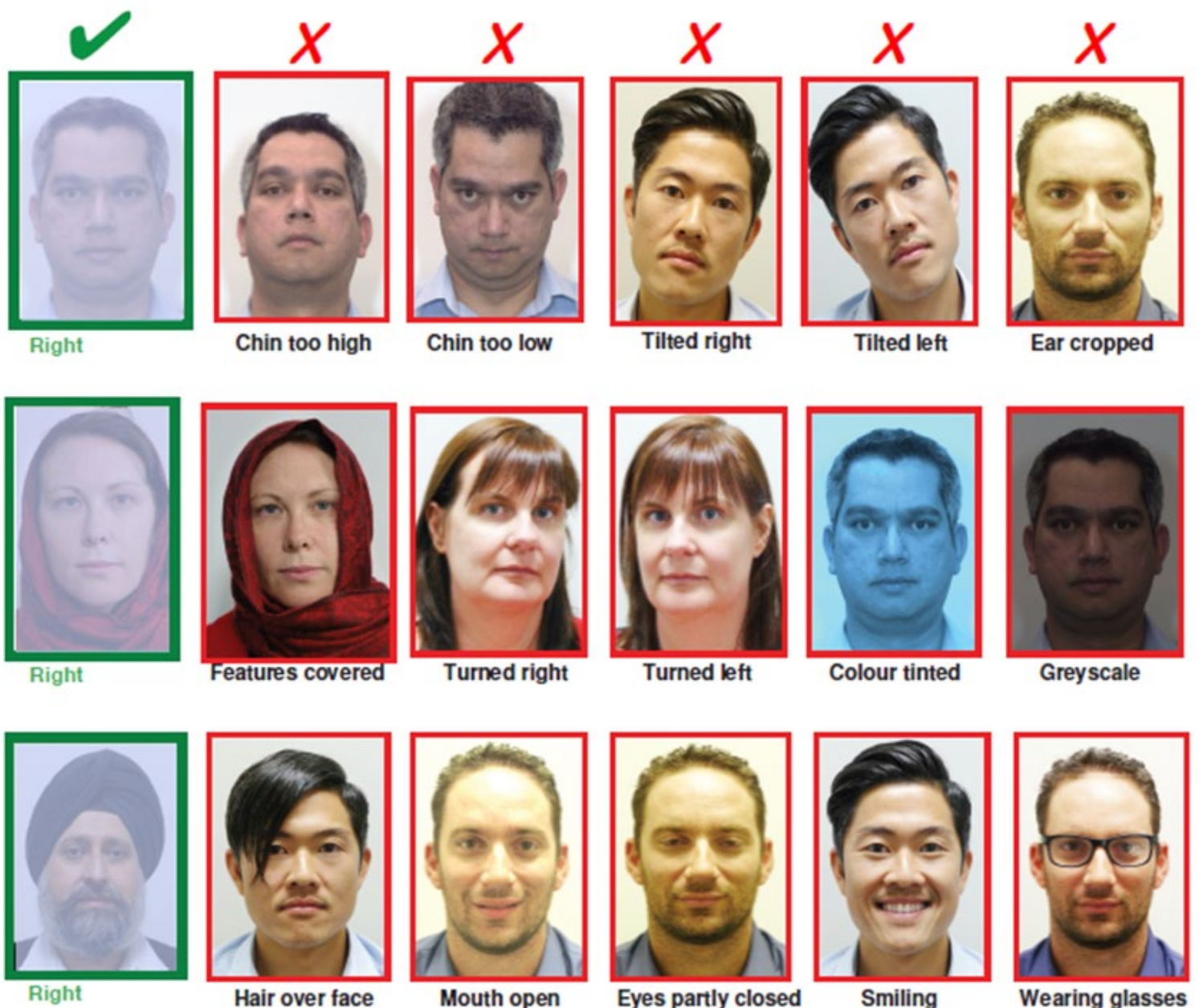
If you are unable to show any EOI documents, or if you need more information you can:

- visit www.tmr.qld.gov.au
- call 13 23 80* or visit your local customer service centre (check with your service provider for call costs).

Your Digital Photo

A helpful guide on the right way to capture a digital licensing image

The Department of Transport and Main Roads (TMR) can assist you in applying for a photo identification card if you reside in a remote area of Queensland and can't get to a licence issuing office OR if your card has been lost or stolen. When you apply for a driver licence, photo identification card, marine licence indicator or industry authority in Queensland you may need to have your photo taken. These images will help you take your photo the correct way for processing.



For more information or to download a photo identification card kit please visit:
[Photo identification card | Transport and motoring | Queensland Government](#)
www.qld.gov.au