

Queensland Driver Licence Remote Area Kit

General notice for driver licence holders in remote areas

This kit is provided by the Department of Transport and Main Roads (the department) to assist you in applying, renewing, upgrading, replacing, or surrendering your Queensland (Qld) driver licence at a participating remote Queensland Police Service site.

Refer to the attached *Remote Area Licence Options Information Sheet* to confirm what services are available in and around your area.

Please note you can not use this kit if:

- your licence is expired by more than five years
- your licence is currently cancelled or suspended, or
- you are currently disqualified from holding or obtaining a driver licence in Australia or another country.

The only exception to this is if you are returning or surrendering your licence to the department.

New Queensland driver licence

The new Queensland driver licence has been introduced to replace the existing laminated driver licence. The move to a credit card sized plastic product, embedded with a chip, will improve the licence durability and security.

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 forms

You must complete one of the relevant application forms below.

Form Name	Form Use	Form Number
Driver Licence Application/Renewal (Learner, P1, P2, P type and Open Licence)	Granting, renewing or upgrading a Queensland licence.	F3000
Replacement Driver Licence/Driver Licence Receipt/Licence Label Application	Replacing your Queensland licence because the licence is damaged, destroyed, lost or stolen, needs to be amended because of a medical condition, was not received in the mail or is defective or faulty. Please refer to the form for a full list of replacement reasons. If you are replacing your Queensland licence because it needs to be amended because of a medical condition, you are also required to complete the <i>Driver Licence Amendment Agreement</i> (form F4358). The <i>Driver Licence Amendment Agreement</i> (form F4358) can be found by visiting http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4358 .	F3006
Return/Surrender Declaration (Driver Licence, APA card or Marine Licence Indicator)	Returning a Queensland licence because the product has been cancelled, voided or if you wish to voluntarily surrender your licence.	F4778

Customers applying for a driver licence through the mail by way of a Remote Area Kit are not able to supply any PIN or shared secret information on the application form. If you would like more information about what a PIN or shared secret is, please visit <http://www.tmr.qld.gov.au/Licensing/Queensland-new-cards/Frequently-asked-questions.aspx#pin1>

Specimen Signature (form F2127)

A *Specimen Signature* (form F2127) must be submitted with your application unless you are surrendering/returning your driver licence (Refer to *Return/Surrender Declaration* form F4778).

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 driver licence posted to. This postal address will be applied to your customer record and may be 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.

Medical Certificate for Motor Vehicle Driver (form F3712)

A *Medical Certificate for Motor Vehicle Driver* (form F3712) is required if you have a mental or physical incapacity that may adversely affect your ability to drive safely and/or you are 75 years of age or older. If this applies to you then you must:

- complete part one of the *Medical Certificate for Motor Vehicle Driver* (form F3712)
- complete the *Private and Commercial Vehicle Driver's Health Assessment* (form F3195) and give the form to the doctor assessing your fitness to drive.

The doctor assessing your fitness to drive must complete part two of the *Medical Certificate for Motor Vehicle Driver* (form F3712).

The *Private and Commercial Vehicle Driver's Health Assessment* (form F3195) can be found by visiting <http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF3195>.

You may also be required to complete the *Medical Condition Notification* form (form F4355). The *Medical Condition Notification* form (form F4355) can be found by visiting <http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4355>.

Photographs

You are required to provide two identical colour photographs that meet the following format:

- 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 an *Approved Witness*. 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'.

Photographs are not required if you are surrendering or returning your driver licence.

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.

Please note if the photographs given by you do not meet the minimum standard for the issue of the new driver licence, you may be contacted and asked to resupply photographs that meet the above standard.

Evidence of Identity (EOI) Requirements

You are required to provide a photocopy of your current Qld driver licence, industry authority, marine licence indicator or adult proof of age card which has been signed and endorsed by an *Approved Witness*. The photocopy must be endorsed with the words 'I have sighted the original document and certify this to be a true copy of the original'.

If you can not provide a witnessed photocopy of 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 your Qld residential address is not shown on any EOI documents provided, you must also show evidence of Qld residential address document.

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. 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>.

Verification of Identity – Approved Witnesses

You will need to sign the *Driver Licence Application/Renewal* (form F3000) or *Replacement Driver Licence/Driver Licence Receipt/Licence Label Application* (form F3006) in the presence of a witness, or local equivalent, who is either a Doctor, Police Officer, Consular or Ambassadorial Officer, Solicitor, Barrister or Judge, Justice of the Peace or a Commissioner for Declarations, Notary Public or a person authorised by law to witness and sign declarations).

The witness must sign and print their full name, position title/designation and contact details (including office stamp).

Please note you may have to pay a fee to have the documents witnessed. All documents are to be witnessed in English or have an English translation.

Upgrading from a Provisional P1 type licence to a Provisional P2 type or open licence

To apply to upgrade your provisional P1 type licence to a provisional P2 type or open licence you must:

- successfully complete the Hazard Perception Test online by visiting www.tmr.qld.gov.au
- pay the Hazard Perception Test fee
- hold your provisional P1 type licence for a minimum period of one year. Please note periods of licence suspension, cancellation or disqualification will not count towards the minimum period.

Fees

Depending on the type of application being lodged, you may be required to pay a fee. If a fee is payable, it may be paid when the application is lodged in person at a participating remote Queensland Police Service site. Alternatively, mailed fees may be paid by money order or cheque made payable to Department of Transport and Main Roads (cash is unacceptable).

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

Alternatively, the fee may be paid directly into your account, which is linked to your driver licence number, at a Department of Transport and Main Roads Customer Service Centre, Queensland Government Agency program office or driver licence issuing police station. If you choose to have someone pay the fee directly into your account at a driver licensing issuing centre, the fee must be paid prior to sending the completed application to the department.

Lodgement

The Queensland driver licence remote kit may be lodged at a participating remote Queensland Police Service site. Refer to the attached *Remote Area Licence Options Information Sheet*.

Once you have lodged your application at a participating office, the application may be forwarded to the department for processing.

Alternatively, once you have obtained the necessary endorsement by an Approved Witness you may also mail your application (including the Return/Surrender Declaration form F4778) together with the relevant fee to:

Atherton Customer Service Centre
PO Box 446
Atherton Qld 4883

If your application is approved, a new card will be sent to you by mail, please allow up to four weeks to receive your new card. If you are returning or surrendering your licence a receipt 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. Incomplete applications will not be processed.

- Enclosed Application Form (see Application Form section on Page 1) completed
- Specimen Signature (form F2127) completed if required
- Medical Certificate for Motor Vehicle Driver (form F3712) completed or other type of doctor's certificate (if required)
- Two identical colour photographs, if required, one of which is signed and endorsed as directed
- Witnessed photocopy of your Evidence of Identity (current or expired less than two years)
- Applicable fee amount or receipt number if payment has been made directly into your account held with the department (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.

Remote Area Licence Options Information Sheet

- Transport and Main Roads Customer Service Centres (CSC), Queensland Police Service licence issuing site (QPS), Queensland Government Agency program office (QGAP) Mobile Customer Service Centre (CSC), and Queensland Driver Licence Remote Area Kit (Remote Area Kit)

Remote Area Location	Region	Options for Licensing	Nearest Licensing Centre
Cecil Plains	Southern	Mobile CSC or Remote Kit	Dalby CSC (43 km)
Mungindi	Southern	Mobile CSC or Remote Kit	Dirranbandi QPS (92 km) or Goondiwindi CSC (190 km)
Talwood	Southern	Mobile CSC or Remote Kit	Goondiwindi CSC (90 km)
Thallon	Southern	Mobile CSC or Remote Kit	Dirranbandi QPS (64 km) or Goondiwindi CSC (190 km)
Yelarbon	Southern	Mobile CSC or Remote Kit	Inglewood QGAP (40 km) or Goondiwindi CSC (51 km)
Adavale	Southern	QPS, CSC or Remote Kit	Quilpie QPS (98 km) or Charleville CSC (186 km)
Bell	Southern	CSC or Remote Kit	Dalby CSC (40 km)
Eulo	Southern	QPS, CSC or Remote Kit	Cunnamulla QPS (68 km), Thargomindah QPS (124 km) or Charleville CSC (269 km) or
Kenilworth	Southern	CSC or Remote Kit	Nambour CSC (33 km) or Tewantin CSC (50 km)
Kumbia	Southern	CSC or Remote Kit	Kingaroy CSC (27 km)
Moore	Southern	QPS, CSC or Remote Kit	Kilcoy QPS (34 km) or Kingaroy CSC (82 km)
Proston	Southern	QPS, CSC or Remote Kit	Murgon QPS (43.4 km) or Kingaroy CSC (65 km)
Rathdowney	Southern	QGAP or Remote Kit	Beaudesert QGAP (32 km)
Rosedale	Southern	CSC or Remote Kit	Bundaberg CSC (59 km)
Wyandra	Southern	CSC or Remote Kit	Charleville CSC (88 km)
Jericho	Central	Mobile CSC or Remote Kit	Alpha QPS (60 km) or Barcaldine CSC (86 km)
Muttaburra	Central	Mobile CSC or Remote Kit	Aramac QPS (85.3 km) or Longreach CSC (122 km)
Rolleston	Central	Mobile CSC or Remote Kit	Springsure QPS (71 km) or Blackwater CSC (122 km) or Emerald CSC (139 km)
Kynuna	Central	QGAP, CSC or Remote Kit	Julia Creek QGAP (117 km) or Winton QGAP (164 km) or Cloncurry CSC (183 km)
Yaraka	Central	QPS, CSC or Remote Kit	Isisford QPS (101 km) or Longreach CSC (218 km)
Mount Molloy	Northern	QPS, CSC or Remote Kit	Mossman QPS (34 km) or Mareeba CSC (40 km)



Driver Licence Application/Renewal (Learner, P1, P2, P type and Open Licence)

Transport Operations (Road Use Management) Act 1995
Transport Planning and Coordination Act 1994

Are you eligible for a Queensland (Qld) Driver Licence?

To be eligible for a driver licence in Qld you must:

- prove your identity using original documents
• be a resident of Qld
• disclose medical conditions that may adversely affect your ability to drive safely.

You are not eligible to make this application if your licence is suspended or you are disqualified from driving in any Australian state or territory or any other country.

The information you provide in this document must be true and correct otherwise the licence granted to you will be void and you may be prosecuted for providing false or misleading information.

If your application/renewal is approved, your licence will be mailed to you. This may take up to 2 weeks. You will receive a Driver Licence Receipt today which will allow you to drive until you receive your licence.

Please PRINT clearly in dark pen (do not use pencil or erasable ink)

1. Personal details

Family name

Text input field for family name

Given name/s

Text input field for given name/s

Date of birth

Date input field (dd / mm / yy)

Gender: Male (M) [checkbox]

Female (F) [checkbox]

Town, state and country of birth

Text input field for town, state and country of birth

Residential address

Text input field for residential address with Postcode

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

Text input field for postal address with Postcode

Daytime contact phone number

Text input field for daytime contact phone number

Email address

Text input field for email address

2. Previous name or aliases

Do you currently hold or have you ever been issued a Qld driver licence, industry authority, marine licence, adult proof of age card or vehicle/vessel registration, in any other name? (e.g. name at birth, maiden name, previous married names, adoptive name, or other aliases)

No [checkbox] Yes [checkbox] Provide details below

Previous family name

Text input field for previous family name

Previous given name/s

Text input field for previous given name/s

Note: An evidence of identity document linking your previous name and your current name may be required.

3. Evidence of identity (EOI) and Qld residency

a. Can you show your Qld Driver Licence, Industry Authority, Marine Licence (with photo) or Adult Proof of Age card that is current or expired less than 2 years ago?

No [checkbox] Yes [checkbox] Licence/reference number

Text input field for licence/reference number with arrow pointing to 'Go to 4.'

b. If you cannot show identification listed above, you must provide: 3 EOI documents + evidence of Qld residency. At least 1 EOI document must show your signature.

(For a full list of acceptable EOI documents please see Evidence of Identity Requirements for Individuals (form F4362) or visit www.qld.gov.au)

All EOI documents must be ORIGINAL and include:

1 category A + 2 category B OR 2 category A + 1 category B.

Category A (e.g. passport, birth certificate, Australian photo driver licence)

Table with 2 columns: Document Type, Document number (e.g. X0100011)

Category B (e.g. Medicare card)

Table with 2 columns: Document Type, Expiry date (if applicable)

Category A or B

Table with 2 columns: Document Type, Document number or expiry date (do not give credit/debit card number)

Evidence of Qld residency address (e.g. bills for phone, electricity, rates)

Table with 2 columns: Document Type, Issue date (dd / mm / yy)

4. Is your name different from the name on your current driver licence or EOI documents above?

No [checkbox] Yes [checkbox] You must show an EOI change of name document

Change of name document (e.g. Australian change of name certificate)

Table with 3 columns: Document Type, Document number, Issue date (dd / mm / yy)

5. Do you have a driver licence issued by another Australian state or territory or country?

No [checkbox] Yes [checkbox] Fill in details below. If you have a licence issued by another Australian state or territory, you must surrender it to be eligible for a Qld driver licence.

Form for licence/reference number and Effective date (dd / mm / yy)

Form for State/territory/country of issue and Expiry date (dd / mm / yy)

Form for Licence type (e.g. L/P/O) and Licence class/es (e.g. C/LR/MR)

6. Licence type and class

What type/class of licence(s) are you renewing or applying for?

Table with 2 columns: Licence Type (Learner, P, P1, P2, Open) and Licence Class (Car, Light Rigid, Medium Rigid, Heavy Rigid, Heavy Combination, Multi-combination, Motorbike)

Are you applying for a licence or class of licence that you held more than 5 years ago?

No [checkbox] Yes [checkbox] You must provide evidence of your previous licence

7. Medical Condition Reporting

You must report any medical condition/s that may adversely affect your ability to drive.

- a. Do you need to wear glasses/contact lenses for driving?
 No Yes S condition will be shown on your licence
- b. Do you have any of the following conditions? Check each statement.

	No	Yes
Vision or eye disorder (other than wearing glasses or contact lenses) that may adversely affect your driving	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes that requires treatment by tablet, insulin or other medication	<input type="checkbox"/>	<input type="checkbox"/>
Been diagnosed with epilepsy, experienced a seizure; or been required to take anti-epileptic medication after the age of 11	<input type="checkbox"/>	<input type="checkbox"/>
Any other medical condition/s that is likely to adversely affect your ability to drive safely	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered **Yes** to any statement at 7b, you must provide a *Medical Certificate for Motor Vehicle Driver (form F3712)* completed by your treating doctor.

8. Traffic history

- a. Have you currently, or within the last 5 years, had your licence cancelled or been disqualified from driving or obtaining a driver licence by an Australian or overseas court?

No Yes Provide details below

Reason for cancellation/disqualification

State/territory/country

Duration

- b. Is your licence currently suspended for any reason including speeding offences, demerit points, unpaid fines or any other reason?

No Yes Provide details below

Reason for suspension

State/territory/country

Duration

9. Court Orders - restricted licence

Have you been granted a current court order for any of the following? Check each statement.

	No	Yes	Code
A drink or drug driving conviction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X1
Special Hardship Order (SHO)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X3
An order allowing you to drive until your drink or drug driving charge is heard in court	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X4

If you have answered **Yes** to any of the above, you will need to show your court order/s. The relevant code will be shown on your licence. You must comply with the court order and carry it with you when driving.

Privacy statement: The Department of Transport and Main Roads (the department) collects this information under the provisions of the *Transport Operations (Road Use Management) Act* and *Transport Planning and Coordination Act* so that you may apply for a Qld driver licence. The department may disclose this information to interstate and foreign driver licensing 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.

10. Applicant's declaration

Sign only in the presence of an authorised person.

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

If undertaking a practical driving test, I declare that I have the consent of the registered operator to use the vehicle for the test. I also declare that the registered operator has given consent for any Driving Examiner employed by the department or any Police Officer, to drive the vehicle during or in connection with the test undertaken in the vehicle, if required.

I understand that if I have stated anything that is false or misleading, the driver licence granted to me as a result of this application will be absolutely void and have no legal effect whatsoever.

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

I consent to the department taking, keeping and using my personal information, documents, digital photo and digitised signature for the purposes associated with my application.

I consent to the department verifying my EOI or evidence of previous licence provided by me with the issuing authority or their agencies.

Additional declaration by interstate or overseas licence holders.

I understand that by signing this declaration I agree to the surrender of my interstate driver licence.

I also consent to the department releasing information about my application for a Qld licence to the issuing authority or their agencies.

Applicant's signature

Date

It is an offence under the *Transport Operations (Road Use Management) Act 1995* to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty may be more than \$7000.

Authorising person's checklist

- EOI sighted - address and details current on system
- S or M conditions checked/added/amended
- M condition reported - F3712 attached if required
- Court orders/restrictions - sighted and copies attached, codes added
- O/S - licence/documents sighted, copied and attached if required
- O/S - translations of O/S document copied and attached if required
- Application Approved / Refused

Comments by authorising person

Authorising person's declaration

I have witnessed the applicant's signature and checked that it matches the applicant's evidence of identity which I have sighted.

Authorising person's name

Signature

Office stamp / date



Replacement Driver Licence/Driver Licence Receipt/Licence Label Application

Transport Operations (Road Use Management) Act 1995;
Transport Planning and Coordination Act 1994

Please use this form to apply for a replacement Queensland (Qld) driver licence if:

- (a) your driver licence is damaged, destroyed, lost or stolen
- (b) your driver licence was not received in the mail
- (c) your driver licence is faulty
- (d) your photo image is no longer a true likeness
- (e) you wish to have a class of marine licence indicated on your Qld driver licence
- (f) your marine licence condition must be amended
- (g) you have been granted a special hardship order or s79E order by a court to allow you to drive under stated conditions
- (h) you have completed a period of restricted driving under a court order
- (i) you have lodged an application with the Qld Civil and Administrative Tribunal (QCAT) for a review of a decision to cancel your licence for reasons other than medical reasons
- (j) you have lodged an appeal against a court conviction
- (k) you wish to replace your laminate licence with the new card
- (l) any other reason.

You may also use this form to apply for a replacement of your Qld driver licence receipt or address label if it is damaged, lost or stolen.

Additional Information

If you still have your driver licence, you are required to return the licence to the Department of Transport and Main Roads at the time of this application. You are not eligible to make this application if your licence is suspended or cancelled or while you are disqualified from holding or obtaining a driver licence in any Australian state, territory, or any other country.

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 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 Registrar 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.

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

Day	Month	Year
/	/	/

Town and country of birth

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

Yes Licence/authority/reference number

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No You must show three EOI documents, one of which must show your signature, and one evidence of Qld residential address document. Please provide details of your documents.

Category A (please print)

Document type (for example Qld BDM birth certificate)	Document number (for example C0100011)

Category B (please print)

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

Category A or B (please print)

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

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

No Yes You must show an EOI change of name document.

Change of name document (please print)

Document type (for example Qld BDM issued Marriage Certificate)	Document number (for example 001000)	Registration year (for example 2001)

4. What type of product are you replacing?

Driver licence Driver licence receipt Address label

Renewal of licence label

5. Are you applying for a replacement driver licence for any of the following reasons? (please answer all questions)

(a) your driver licence is damaged, destroyed, lost or stolen

No Yes Please indicate the reason for the replacement

Damaged Destroyed

Lost Stolen

(b) you have not received your driver licence by mail

No Yes

(c) your driver licence is faulty

No Yes

Note: You must surrender your faulty driver licence. Please give details about the fault.

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

No Yes

(e) you have a Qld marine licence and you wish to have a marine licence indicator shown on your driver licence

No Yes What marine licence do you hold:
Personal watercraft licence (PWCL)
Recreational marine driver licence (RMDL)

(f) marine licence condition must be amended

No Yes You are required to show your departmental letter detailing the conditions

(g) you have been granted a special hardship order or s79E order to allow you to drive under stated conditions

No Yes Please show your court order

(h) you have recently completed a period of restricted driving under a court order

No Yes Please tick the relevant order

Restricted licence order X1

Special hardship order X3

S79E order X4

(i) you have lodged a QCAT application to review the decision to cancel your licence other than for medical reasons

No Yes Give a copy of your review application

(j) 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

(k) you wish to replace your laminate licence with the new card

No Yes

(l) any other reason

No Yes Please give details below

6. Are you disqualified from holding or obtaining a driver licence by order of an Australian or overseas court?

No

Yes State/Territory/Country Length of disqualification

7. Have you recently completed a period of disqualification?

No

Yes State/Territory/Country Length of disqualification

8. Has your licence been cancelled for any other reason?

No Yes Give details below

Reason for suspension or cancellation

State/Territory/Country Period

9. Is your driver licence currently suspended for any of the following reasons?

Speeding offence No Yes

Accumulation of excess demerit points No Yes

Unpaid fines No Yes

Any other reasons No Yes

Give details below

State/Territory/Country Period

10. Applicant's declaration

Sign only in the presence of a departmental person.

I declare that I have read the answers I have given to the questions in this application and that the answers are complete, true and correct in every detail. I understand that if I have stated anything that is false or misleading, the driver licence granted to me as a result of this application will be absolutely void and have no legal effect whatsoever. I understand that I may be prosecuted for giving or stating any false or misleading information or documents.

I consent to the department taking, keeping and using my personal information, documents, digital photo and digitised signature for the purposes associated with my application. 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

Day	Month	Year
/	/	

It is an offence under the *Transport Operations (Road Use Management) Act* to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty may be more than \$7000.

Privacy Statement: The department collects this information under the provisions of the *Transport Operations (Road Use Management) Act* and *Transport Planning and Coordination Act* so you may apply for a replacement Qld driver licence, driver licence receipt or driver licence label. The department may disclose this information to interstate and foreign driver licensing authorities and the Queensland Police Service (QPS). Your digital photo may also be released to interstate driver licensing authorities and 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.

Office use only - Authorising person's checklist

EOI sighted - address and details current on system

Supporting document supplied

Application approved/refused

Comments by authorising person

Authorising person's declaration

I have witnessed the applicant's signature and checked that it matches the applicant's evidence of identity which I have sighted.

Authorising person's name

Authorising person's signature

Date

Day	Month	Year
/	/	

Office Stamp

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

Given name/s

Date of birth (dd/mm/yyyy)

Contact number

Residential address

Postcode

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

Postcode

Email address

Licence number (if known)

State/Territory/Country of issue

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

Motorbike (RE or R)

Heavy Rigid (HR)

Car (C)

Heavy Combination (HC)

Light Rigid (LR)

Multi-Combination (MC)

Medium Rigid (MR)

Specially Constructed Vehicle(UD)

3. Do you drive, or intend to drive—

• a vehicle with a GVM of more than 8t (class MR, HR, HC, MC, UD)?

No Yes see note*

• a public passenger vehicle (e.g. a bus or a personalised transport vehicle)?

No Yes see note*

• a vehicle transporting dangerous goods in a receptacle with a capacity of more than 500L or 500kgs?

No Yes 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 Yes

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 Yes

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 No If your driver licence requires amendment you will need to complete a separate *Driver Licence Amendment (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

Date

This 'tear-off' medical certificate must be carried when driving.

TRB Forms Area F3712 V01 Jun 2017

Queensland Government for Motor Vehicle Driver **Medical Certificate**

(To be completed by the treating doctor if the driver is 75 years or older or question 5B of Part 2 has been completed)

Name of driver (please print)

Review/expiry date (provide details from question 5)

Medical Certificate issue date (provide details from question 6)

Licence class(es) (provide details from question 6)

Licence Conditions/Restrictions (provide details from question 5B)

Doctor's details

Signature

Name (please print)

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 driver 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
/ /



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

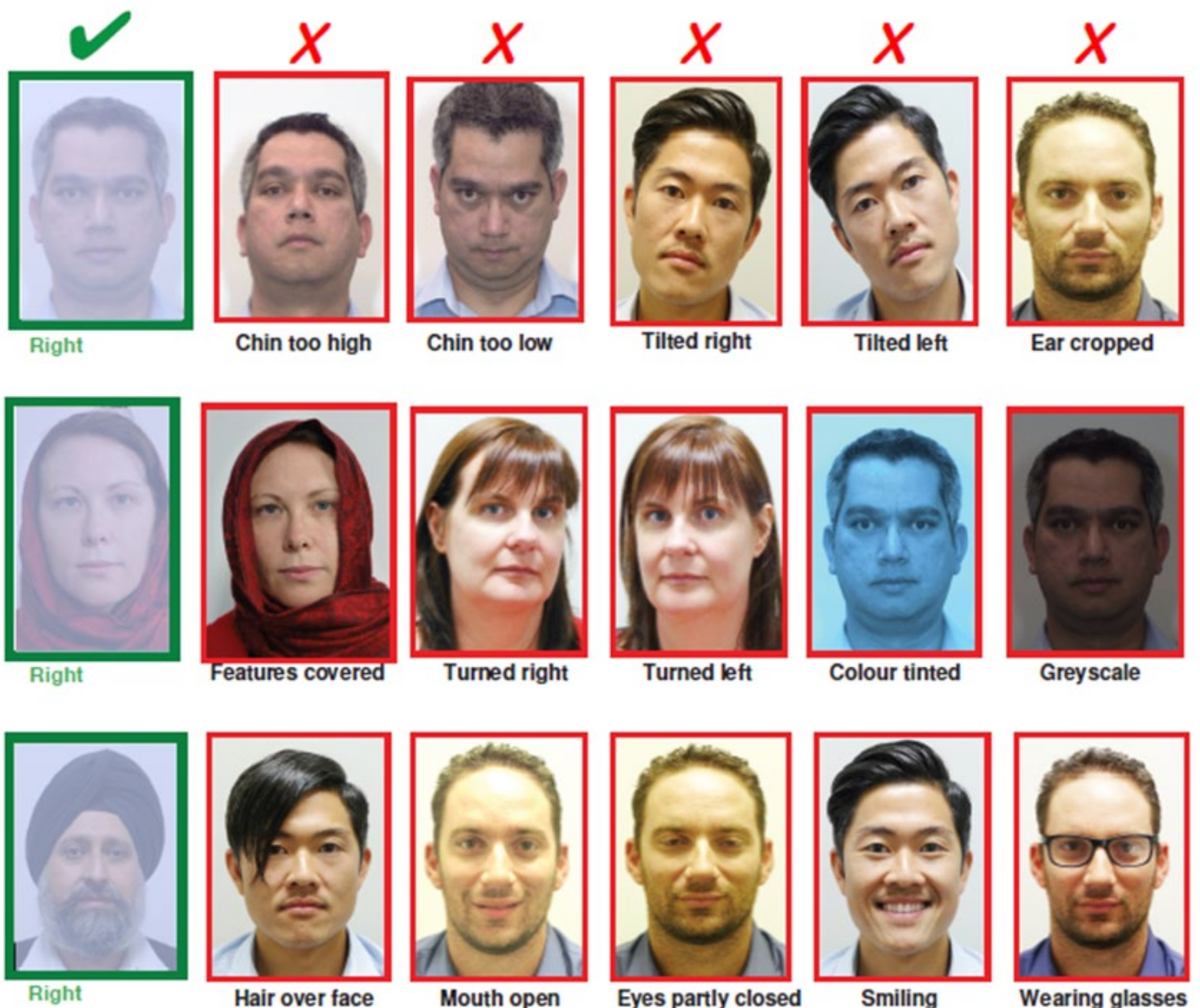
If you are unable to show any EOI documents, or if you need more information you can:

- 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