

Written-off Light Vehicle

Booking request for a Written-off Light Vehicle

Important information for Service NSW Centre staff

- This form must only be used for booking a Vehicle Identity Unit inspection for written-off light vehicles that have been issued with an Authorisation to Repair and that vehicle has been repaired.
- All damaged vehicles with a manufacture date that is 15 years or less and reported to the WOVR in NSW are recorded as statutory
 write-offs. Only certain vehicles (that meet predetermined criteria) will be eligible to be repaired and re-registered in NSW.
- DRIVES will not permit Vehicle Identity Unit bookings for vehicles that are statutory write-offs.
- This form **must** be completed at the service centre and forwarded to the Written-off Vehicle Unit by fax when a customer attends to book and pay for a Vehicle Identity Unit inspection for their repaired vehicle. The booking and inspection fee must be paid into the Miscellaneous account(s) M/WOV and VBF. **The CSR must contact DRIVES Help Desk to obtain a log number for this transaction.**
- . Do not commence establish registration transactions for these vehicles.
- Hail Damaged Vehicles For hail damaged written-off vehicles that are the subject of an Authorisation to Repair, normal repair and
 inspection requirements need to be satisfied prior to establishing registration. Some hail damaged vehicles may not be required to
 be repaired.

Please note: Written-off vehicles that have been repaired and re-registered will have their Certificate of Registration papers marked as being reported to the Written-off Vehicle Register from 31 January 2013.

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Customer Details (CSR to complete) Drivers licence number / Customer number			Checklist (tick each de presented)	ocument the customer has
			Letter - Authorisation to Rep	air 🗌
			AUVIS report (blue slip)	
Surname			Signed Certificate of Complia	ance
Given names			Copy presented docume Written-off Vehicle Unit.	nts for faxing, with this form, to
			 Hand customer the rec paperwork. 	eipt for payment and all their
Contact phone number	Mobile phone			officer from Vehicle Identity Unit telephone number listed on this r the vehicle inspection.
Vehicle Details Make	Model		Email this form and pro Written-off Vehicle Unit: wo	
Make		2.	Inspection Details (Vehi complete)	cle Identity Unit officer to
VIN				o contact customer and confirm
			booking time and date.	
Engine number			Inspection date	Inspection time
Engine number			Day / Month / Year	
			Vehicle Identity Unit site or inspection address	
Compliance date	Colour			
Day / Month / Year				
Engine capacity	Number of cylinders			
			Scan this form driveshelpdesk@tra	
AUVIS report no.	AUVIS station no.	3.	Inspection Details (DRIVES Help Desk office	cer to complete)
DRIVES receipt no.			DHD officer staff no.	Confirm log number exists
DRIVES Help Desk Log I Desk to obtain a log numbe	number (Contact DRIVES Help r for this transaction)		Miscellaneous transaction reversed	Vehicle Identity Unit Inspection created
			Email this form back to	Written-off Vehicle Unit:

UNCLASSIFIED SENSITIVE: PERSONAL

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