



INFORMATION TO APPLICANT

To determine whether you meet the eligibility requirements to apply for a disqualification removal order to the Local Court you firstly must obtain a copy of your driving record, which can be provided to you free of charge by Transport for NSW (TfNSW). To do this you will need to complete this form and provide proof of identity documents that must be certified by a relevant witness (please refer to the identity and relevant witness information overleaf).

Your completed form can then be emailed to DisqualificationRemovalOrders@rms.nsw.gov.au or posted to Transport for NSW at Disqualification Removal Orders, Locked Bag 14, Grafton NSW 2460.

Once TfNSW receives your completed form it will undertake a review of your driving record to see whether you appear to meet the eligibility requirements. Information about the eligibility requirements are set out in the enclosed leaflet and can also be found online at www.rms.nsw.gov.au/disqualification.

TfNSW will then send you a copy of your driving record with a covering letter to your preferred return email or postal address. The covering letter will state whether or not your driving record appears to show you meet the eligibility requirements. Both your driving record and the covering letter from TfNSW must be submitted by you to the Local Court as part of your disqualification removal order application.

Further information about how to make your application to the Local Court and what the Court will consider in determining whether to remove the driving disqualification can be found online at www.rms.nsw.gov.au/disqualification.

Should your disqualification removal order application to the Local Court be rejected, you may not make another application for 12 months. Please also note you will not be provided with your driving record if you are not currently disqualified.

For further information about obtaining a copy of your driving record please contact (02) 6640 2821.

CUSTOMER DETAILS

Surname		Given name(s)	
<input type="text"/>		<input type="text"/>	
Residential address		Postal address (if different to residential address)	
<input type="text"/>		<input type="text"/>	
Postcode		Postcode	
Daytime contact number	Mobile phone number	Email address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of birth		Driver licence or customer number (if known)	
<input type="text"/> / <input type="text"/> / <input type="text"/> <small>Day Month Year</small>		<input type="text"/>	

Note: If your records show a different address to the details supplied, TfNSW will update the address from the information supplied under customer details.

Are you Aboriginal or Torres Strait Islander? YES NO

This question is optional. Do not tick either box if you do not wish to answer it.

Answering this question is voluntary. TfNSW may use this information to develop driver licensing and vehicle registration services for Aboriginal people. TfNSW will not disclose this information without your consent unless authorised by law.

DECLARATION (please print)

I, **Mr/Mrs/Miss/Ms/Other** _____

of (address) _____

hereby apply for the free issue of an up-to-date copy of my driving record. By submitting and signing this form, I declare that I am seeking a copy of my traffic record in connection with the making of an application for the removal of disqualification periods or obtaining legal advice on my eligibility to make such an application. I understand that if records reveal I am not currently a disqualified driver, I will not be issued with a copy of my traffic record.

Signature of Applicant: _____ Date: _____

I would like to receive my driving record via email to _____

mailed to _____

IMPORTANT NOTES FOR THE WITNESSING OF THIS APPLICATION

The witness must be one of the following:

Barrister or Solicitor of the Supreme Court; Clerk of the local Court; Member of Parliament; Legally qualified Medical Practitioner; Alderperson or Councillor of any municipality; Town Clerk or Shire Secretary; Postal Manager; Manager or Accountant of any bank or building society; Justice of the Peace; Public Servant of at least five years permanent service; Minister of Religion; School Teacher; Member of the Police Force.

INSTRUCTIONS TO WITNESS

You must sight the applicant's original documents, photocopies are not acceptable. Then you must **certify a photocopy** of these original documents for inclusion with this application.

- Sight, photocopy and certify two documents, one from List 1 and one from List 2. The name must be the same on both documents.
- If there has been a change of name you must also sight an original document from the change of name document list on this page **and then certify a photocopy of the original change of name document.**
- Ask the applicant to sign in the 'Declaration' on the front of this application.
- Complete the witness declaration on this page (including official stamp if available).

Please tick the appropriate boxes below to show the documents you have sighted.

Proof of Identity documents (original documents **MUST** be sighted, copied and certified)

List 1

- A current NSW photo identity card or one that expired in the last two years
- An Australian full birth certificate showing parental details, issued by an Australian Registry of Births, Deaths and Marriages (*BDM commemorative certificates are not acceptable*).
- A certificate of Aboriginality signed by a Chairperson or Secretary of an Aboriginal organisation such as the local land council, which details name, address and date of birth.
- An overseas birth certificate showing parental details provided a passport or an official Australian travel document is also shown.
- A current Australian or overseas passport (an expired **Australian passport** is also acceptable but only within the last two years).
- A Department of Foreign Affairs and Trade issued document from the following list:
 - a current consular photo identity card
 - a current Certificate of Identity
 - a current Document of Identity
 - a current Titre de Voyage
- A Department of Immigration and Citizenship or the Department of Immigration and Border Protection issued document from the following list:
 - Australian naturalisation or citizenship document
 - a Visa Evidence Card
 - a Document for Travel to Australia (up to 5 years from the date of issue on the accompanying visa)
 - Evidence of Immigration Status (EIS) ImmiCard (current or expired)
 - Permanent Residence Evidence (PRE) ImmiCard
 - Residence determination (RDI) ImmiCard
- A Transport for NSW issued NSW photo driver licence or NSW Photo Card that has been expired more than 2 years but less than 5 years. The licence must display a card number and not have been revoked or be reported as lost, stolen or destroyed.

Provide a document/card number for the list 1 item ticked above

List 2

- A current Medicare card, Pensioner Concession Card, Department of Veterans' Affairs entitlement card or any other current entitlement card issued by the Commonwealth Government.
- A current Mobility Parking Scheme (MPS) permit, with or without a photo
- A current Transport for NSW issued NSW photo Firearm, Security Industry or Commercial Agents and Private Inquiry Agents operator licence.
- A current photo identity card for the Australian Defence Force, excluding civilian staff or family.
- A current bank, building society, credit union, American Express or Diners Club International - passbook, account statement (up to one year old showing your name, residential or mailing address and account number on institution letterhead or stamp), plastic credit card or account card (showing in full your family name, first given name and signature).
- A utilities bill - telephone (landline only), gas, electricity, water/ council rates or land valuation notice up to one year old.
- An Australian secondary school, TAFE or university issued student identity card (current and displaying the name/photograph, when the card has no expiry date, it may be accepted up to two years from the date of issue) or evidence of course enrolment on the institution's letterhead up to one year old (must have student's name and address).

Change of name documents

(original documents **MUST** be sighted, copied and certified)

- a marriage certificate (issued by the BDM if married in NSW)
- a divorce document bearing the name being reverted to
- a full birth certificate showing the name at birth and the new name
- a deed poll registered with the relevant authority
- a change of name certificate issued by the BDM
- a completed instrument evidencing Change of Name form that has been registered in the Land Titles Office.

WITNESS DECLARATION

I have sighted the supporting document/s as marked. I have witnessed the applicant signing the declaration on the front of this form. I am convinced of their identity.

Personal Information Collection Notice: our Privacy Statement explains why we are collecting your Personal Information and how we will use and manage it in accordance with the *Privacy and Personal Information Act 1998*, and, where relevant, the *Health Records and Information Privacy Act 2002*. You can obtain a copy of our Privacy Statement at www.transport.nsw.gov.au/privacy-statement or call us on **13 22 13** to request a copy.

Applicant's name

Name of witness (PRINT CLEARLY)

Rank/position of witness

Signature of witness

Date

Day	Month	Year
/	/	

Witness email address

Witness telephone number

Official stamp of witness (if available) or JP registration number