

Adjustment of Records

CHANGES TO Address, Name, Licence, Vehicle



You must provide Proof of Identity (POI) documents and any original supporting documents (*Photocopies are not acceptable*)
Should you require further information contact a Roads and Maritime registry, Service NSW centre or the Contact Centre on 13 22 13. **Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 and ask for 13 22 13.

Attachments

1 Customer details (include all **NEW** details)

Surname

Given names

Residential address (*licence address must be in NSW*)

Postcode

Postal address (*if different from residential address*)

Postcode

Garage address (*where the vehicle will most often be kept*)

Postcode

Please provide your email address if you would like to register for an online service account. Go to rms.nsw.gov.au for more information.

Email address

Please provide a mobile number if you would like to receive communications from Roads and Maritime this way

Mobile number

2 Personal details

Date of birth

day / month / year

Sex

Male Female

3 Licence details

Your licence number

What licence details are to be changed?

(Permanent residency status may be verified online by Roads and Maritime with the Department of Immigration and Border Protection. For a full list of acceptable proof of Australian residency documents, see our website at rms.nsw.gov.au)

Postcode

4 Organ donation information

From November 2012 Roads and Maritime Services stopped collecting and recording organ donor preferences.

NSW residents now need to register their organ and tissue donation decision on the Australian Organ Donor Register. You can register at donatelife.gov.au/decide, visit your local Medicare Customer Service Centre or call 1800 777 203.

For more information visit donatelife.gov.au

5 Organisation details (if applicable, include all **NEW** details)

Name

Business address (*for legal notices*)

Postcode

Mailing address (*for registration renewals*)

Postcode

Garage address (*must be in NSW*)

Postcode

Contact person's name

Contact telephone number

Facsimile number

Fleet manager's name (*if applicable*)

6 Vehicle details

Your vehicle plate number

What vehicle details are to be changed?

7 Privacy Statement and Declaration

Roads and Maritime is collecting your personal information to change your details on our records and may retain and use it for driver licensing, motor vehicle and road transport or safety purposes.

Under road transport legislation you are required to notify us if you change your name or address or garaging address of your vehicle.

We may disclose your personal information; to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide and for inquiries about motor accidents.

Additionally, where you provide personal information concerning the registration of a vehicle we may disclose that; to confirm any compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle, in respect of inquiries relating to stolen or abandoned vehicles, and to any joint registered operator of your vehicle.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by us at 101 Miller St, North Sydney NSW 2060 and you can contact us to request to access or correct it.

You declare that the information on this form is true and complete.

Under the road transport legislation it is an offence for anyone to attempt to obtain or renew a driver licence, or to register or renew the registration of a vehicle, by false statement or other dishonest means.

Signature

Date

day / month / year

(continued next page)

8 Representative's Authority (Changes to organisation and vehicle details only.)

This authority must be completed if you send someone else to conduct business on your behalf.

I declare that the person below is my authorised representative.

Signature

Date

Representative's details

NSW Driver licence / Customer number

Name

Address

Postcode

Date of birth

Sex

Male Female

Representative's signature

Date

Road and Maritime Office Use

Proof of Identity Record

Stand alone or primary proof

Secondary proof *(if necessary)*

Document number

Secondary proof *issue or E/Date*

Document produced to prove change

Date of issue or expiry date

Conditions / Endorsements

Add/Change/Delete

Nominated Configuration Code

Effective date

Condition code

CSO's signature

Staff number

Date

Authorised Examiner's Use

Note: Identification numbers must be completed below, when an examination of the vehicle required the vehicle details to be changed

Registration plate number

Inspection report number

VIN or chassis/frame number - *ensure all characters are recorded*

Engine number

Engine make

Engine capacity

Motive power

No.cylinders or rotors

Gross vehicle mass

Gross combination mass

Overall axle space

Tare weight

Axle code

Wheelbase

Vehicle fittings

Other *(specify changes)*

Conditions / endorsements

Station name, address and number

I certify I have examined the vehicle and the changed detail/s comply in all respects with the Rules for Authorised Inspection Stations.

Name *Authorised examiner*

Examiner's number

Examiner's signature

Date