

Change of Records - Road & Maritime Products

Changes to address, name, licence, vehicle, vessel, engine details, contact details



Transport
Roads & Maritime
Services

Use this form to make changes to your NSW driver licence (all classes), boat licence, combined licence, NSW photo card, vehicle or vessel registration, and/or mooring licence.

Attachments

- You must provide original copies of supporting documents. (Photocopies will not be accepted).
- Customers with **road products only** (ie a driver licence and vehicle registration) can attend any service centre or registry to make changes. **Combined licence holders and customers with both road and maritime products** should attend a service centre or registry that conducts maritime business.
- Should you require further information call 13 22 13 or visit any registry or service centre. **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.
- Roads and Maritime Services no longer record organ donation details. For more information visit donatelifelife.gov.au.

Products held (tick and complete all applicable)

Driver licence or customer number Boat or Mooring licence number

Combined licence (provide licence numbers in above spaces)

Vehicle plate number

Vessel registration number

1 Customer details (include all NEW details)

Surname

Given name(s)

Organisation name (if applicable)

Residential address or business address (licence address must be in NSW)

Postcode

Postal address (if different from residential address)

Postcode

Vehicle 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

Contact person name

Fleet manager name (if applicable)

2 Personal details

Date of birth

/ /
day month year

Gender

Male Female

3 Licence and registration changes

Your licence or customer number

What driver 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)

What vehicle registration details are to be changed?

What boat or mooring licence details are to be changed?

What vessel/engine details are to be changed?

(Vessel/engine detail changes for commercial vessels **cannot** be notified using this form. Please contact Commercial Vessels on 13 12 56 for assistance.)

4 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)

5 Representative's Authority (changes to organisation and vehicle details only)

This section 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

Gender

Male Female

Representative's signature

Date

RMS / SNSW 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

GAC / RMS / SNSW location

Issue centre number

Conditions / Endorsements

Add/Change/Delete

Nominated Configuration Code

Effective date

Condition code

CSO's signature

Staff number

Date

Authorised Examiner's use

Note: Examiners must be complete 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