

### Information for the applicant

A licence cannot be renewed if it has expired by more than 90 days. After 90 days, an application for a new licence is required.

#### 1. Customer details

Surname

Given name(s)

Address

State  Postcode

Email address

You can now receive your renewal notice to your nominated email address.

Tick here  to opt in for email renewal notices.

Date of birth

  
day / month / year

Daytime contact number

Driving instructor number

Driver licence number

State/Territory of issue

Working With Children Check Number

Expiry date

  
day / month / year

**Complete details overleaf**

#### 2. Customer declaration

I declare that the information in this application is true and complete.

I consent to the disclosure of information needed to verify the contents of this application.

Signature

Date

  
day / month / year

#### Personal Information Collection Notice

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law.

Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at [transport.nsw.gov.au](http://transport.nsw.gov.au) or phone **13 22 13** to request a copy.

#### Office use only

Proof of identity (if necessary)

Stand alone or primary proof

Document number

Secondary proof (if necessary)

Document number

Working With Children Check Number verified

CSR signature

Staff number

Date

  
day / month / year

# Driving Instructor Licence - Application for Renewal continued

## Questions 1 - 4 must be completed and written by the applicant

1. Have you in New South Wales or elsewhere had an offence proven in court or been convicted, of any criminal offence in the last 10 years?

No

Yes  If your answer is yes, give full details including the full name under which you were convicted or found guilty.

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2. Have you in New South Wales or elsewhere had an offence proven in court or been convicted of any traffic or other type of offence in the last 5 years?

No

Yes  If your answer is yes, give full details including the full name under which you were convicted or found guilty.

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3. Are there any charges pending against you, for any criminal, traffic or other types of offences?

No

Yes  If your answer is yes, give full details including the full name under which you were charged.

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4. Do you have any medical or mental disabilities which may affect your driving?

No

Yes  If your answer is yes, what are they?

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I certify that all the answers that appear on this page have been written by me and to the best of my knowledge are true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Driving Instructor Licence Renewal Checklist

## Existing customers only

Is the customer a new applicant?

**Yes**  
you have the wrong form  
go to 'New Applicants Only' checklist

**No**  
follow directions below

Tick the following boxes once the applicant has:

Knowledge test(s) completed

supplied two current passport size photographs.

paid the prescribed renewal fee.

completed the renewal application form (Form No. 537) in the CSR's presence in which the application form has been signed and dated by the CSR.

Supplied a full traffic record from the Interstate Driver Licensing Authority for instructors with interstate driver licences.

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Once the above has been completed, the following documents are to be sent to:

**Driving Instructors  
Accreditation  
PO Box 3185  
Parramatta NSW 2124**

# ONLY

- The original completed renewal application form.
- Two passport sized photographs.
- A copy of receipt of payment of the prescribed renewal fee.
- A full traffic record from the Interstate Driver Licensing Authority (if applicable)
- This completed checklist signed and dated by the CSR below.

**Note:** The new Driving Instructor's Licence Card will be sent direct to the applicant by Transport for NSW Accreditation.

CSR name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Service centre: \_\_\_\_\_

Service centre phone no.: \_\_\_\_\_