

Solicitor Online Information Request System

Change Notification

Use this form to notify Transport for NSW of the following changes:

- change of name or address of the Law Firm
- update contact details for Security Administrator
- replacing Security Administrator
- cancellation of an Authorised User's account (eg where User leaves the Firm or ceases to hold a practising certificate).

Only complete the Sections that are relevant (Sections 1 and 6 must be completed in all cases).

Use [Form 5661](#) (Account Extension & Password Reset) to extend the account of an existing Authorised User or to request a password reset.

If you've forgotten your Law Firm's "Organisation Customer Number" call us on **13 22 13**.

1. Law Firm

Note: Section 1 to be completed in all cases

Name			
ABN		Organisation Customer number	

2. Change of name / address of law firm

Note: if the Firm's ABN has changed then the Firm will need to make a new Application as a new Applicant using [Form 5660](#) (Access Application & Terms)

New Name	
New address	

3. Update work contact details of current security administrator

New email	
New telephone	

4. New security administrator

Notes:

- The new Security Administrator must indicate whether he/she will also be an Authorised User.
- The Security Administrator must hold a current Practising Certificate and must attach a copy.

NSW Driver Licence number or TfNSW Customer number			
Name of New Security Administrator			
Email Address (work)		Telephone	
Practising certificate "valid to" date		Law Society Member Number	
Authorised User Access Required?			

5. Cancel existing authorised user account


Note: complete this when a User no longer needs access (eg has left the Firm or no longer holds a practising certificate)

Name of Authorised User	
Log-in Name (if known)	
Cancellation Date	

6. Declaration & execution by security administrator

Note: Section 6 to be completed in all cases.

<input type="checkbox"/>	The information above is correct (offences exist under s.307B Crimes Act 1900 for false or misleading information)
<input type="checkbox"/>	I am authorised to make complete this document on behalf of the Law Firm
<input type="checkbox"/>	I hold a current practising certificate
<input type="checkbox"/>	I am familiar with the Terms that apply to the Firm's access to the System (see Form 5660 (Access Application & Terms) for the Terms)
<input type="checkbox"/>	If I am or become an Authorised User then I agree to comply with the Online Terms of Use (see Form 5662 (Authorised User Nomination & Online Terms of Use) for a copy of the Online Terms of Use)
Name of Security Administrator:	
Signature	Date

Note if you are a **new** Security Administrator then you must attach a copy of your practising certificate 

Lodgement

Lodge the completed form by email at CustomerAdministrationUnit@transport.nsw.gov.au

Office Use Only

<input type="checkbox"/> User account setup / extended / expired	<input type="checkbox"/> Password reset
Name of Application	Group ID
Mask ID	User Expiry Date
Reg ID	B Reg ID
Activity/Log No.	Staff No.
Signature	Date
	day / month / year
Comments	

PRIVACY STATEMENT – Transport for NSW is collecting your personal information to use in connection with this Application. You do not have to provide this information but we cannot process your Application without it. We may disclose the information you have provided in order to verify it. If you have provided us with the personal information of another person then you warrant that you have his/her permission to do so. You can contact us if you need to access or amend this information by completing an access form at transport.nsw.gov.au/about-us/transport-privacy or by contacting us at privacy@transport.nsw.gov.au or on **13 22 13**.