

Photo-kit for a NSW Licensee Temporarily Overseas

Instructional Notes and Credit Card Authority

Please note:

- Only **ONE** licence renewal is permitted while temporarily residing outside of NSW, that is, consecutive renewals while overseas are not allowed.
- You may use this Photo-kit to replace your licence.
- Customers issued a Temporary Overseas Visitor (TOV) licence with a 'Q' condition can renew via photo kit application. If the customer obtains permanent residency status after the TOV licence was issued and would like the 'Q' conditioned removed, the customer must attend a service centre or registry and provide acceptable evidence of permanent residency status in Australia.
- Australian diplomatic and consular offices or agents cannot provide further information about the renewal or replacement of licences.
- **Please complete this Photo-kit in full and include payment. Transport for NSW will not issue a licence unless you meet all of the necessary requirements on this form.**

Proof of Identity

Include with this Photo-kit your current NSW driver licence or one that has expired within the last two years. It must show a photograph with a similar likeness to you. If you are unable to send your NSW licence, you must have your application and proof of identity document(s) witnessed and certified. If the proof of identity document(s) are in an old name because of a name change, you must also provide a change of name document that has been witnessed and certified. Please see Section C (page 4) regarding witness certifications. The witness on page 4 may charge a witnessing fee to endorse the kit and photograph. This is not a part of the licensing fee.

Licence Fees

For current licence fees and concessions, go to nsw.gov.au or for further information please call the Service NSW Photo Kit Unit on **02 8894 1599**. Payments can only be made by cheque or bank draft in Australian currency to Transport for NSW, or by credit card (complete the credit card payment slip below). Overseas bank drafts must be endorsed as payable through an Australian bank.

DO NOT SEND CASH.

If you are entitled to a pensioner concession, a photocopy of your proof of the concession (eg a Pensioner Concession Card) is required and must be validated online. The name on your proof of concession must be identical to the name on the licence and must have a NSW address.

Photograph

Include with this Photo-kit a recent, colour passport size photograph of good quality. See 'Photo Requirements' for detailed photograph instructions. **Failure to comply with photograph requirements will result in your application being returned.**

Photograph Requirements

Your photograph must meet the following requirements. **Failure to comply with photograph requirements will result in your Photo-kit being returned.**

- A colour photograph taken no more than six months before lodgement of this Photo-kit, 45mm in height and 35mm in width.
- Plain, light coloured background with no patterns or objects visible.
- **Eye glasses must be removed** (regardless of whether glasses are required for driving).
- Hats or caps must be removed.
- Headwear worn for religious purposes is acceptable, but all of your facial features must be visible, from the bottom of your chin to the top of your forehead, and both edges of your face.
- Look directly at the camera with a neutral expression and mouth closed. Your head must be straight (not tilted) and upright.
- Eyes open and clearly visible, and without hair obscuring any part of your eyes. Both edges of your face must be clearly visible.
- No smiling.
- The photo must show your head and the top of your shoulders. Your face must be centred, clear and in sharp focus with no shadows across your face or behind your head, no reflections on the face and no red eye.
- The photo must show you alone, with no other person or object visible.
- Paper surface must be 'semi gloss' photographic paper.



sample photograph

Lodging this Photo-kit

Lodgement is by post only. Mail your Photo-kit and payment to the address listed in the contact details below.

Please allow 6 to 8 weeks for processing and for the driver licence to be mailed out.

We no longer record organ donation details. For more information visit donatelife.gov.au

Please return this form to:

Photo Kit Unit, Service NSW
51-55 Currajong St, Parkes NSW 2870
PO Box 21, Parkes NSW 2870, AUSTRALIA
nsw.gov.au | T 61 2 8894 1599 | E photokitunit@service.nsw.gov.au

OFFICIAL: Sensitive – Health Information
(when completed)

Credit Card Authority

Tick the appropriate box

- AMERICAN EXPRESS
- DINERS CLUB
- MASTERCARD
- VISA

Card number

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Card holder's name

Signature of card holder

Valid until

 /

Amount

 \$

Date

 / /
Day / Month / Year

This Photo-kit should be used by NSW licence holders (who are temporarily overseas) to apply for the renewal or replacement of a NSW photo licence. **Refer to page 1 for all instructional notes.**

Section A - Customer details

Driver licence number Date of birth

Day / Month / Year

Surname

Given name(s)

NSW residential address (must be supplied)

Postcode

Return address (the new licence will be posted to this address, use block letters)

Postcode

Mobile number (if you would like to receive communications)

Contact E-mail address (preferred)

or Full name of an Australian relative or friend

Australian contact phone number of the relative or friend

Anticipated date of return to NSW

Day / Month / Year

Section B - Application for renewal or replacement

To renew or replace your licence you need to answer these questions and complete the declaration. If you answer yes to questions 7 to 15 you may be required to supply a doctor's certificate.

A five year licence is not available to all licensees. **Only unrestricted licences can be renewed for 5 years.**

1. Renewal period
 1 yr 3 yrs 5 yrs ► go to 4

Provisional licence holders can renew for:
 P1 (18 months) P2 (30 months)

2. I would like to apply for a replacement licence
 Yes ► go to 3

3. What is the reason for your application for a replacement licence?
 Lost Stolen
 Not received Other ► Give details

4. Have you ever held another NSW licence to drive or ride or a NSW Photo Card /Proof of Age Card in the above name or in another name where the licence number or customer number is different?
 No
 Yes ► Give details

Previous licence/Customer no.

Class of licence

Expiry date

Other name

continued page 3



Left blank for processing purposes

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 (when completed)

5. Since last obtaining your licence, have you been prohibited or refused from driving a motor vehicle or riding a motorcycle in NSW or elsewhere?

No

Yes Give details

6. Since last obtaining your licence, have you been disqualified, cancelled, suspended or is there a charge pending against you for a driving or riding offence?

No

Yes Give details

7. Do you have Diabetes that is controlled by insulin?

No

Yes Give details

8. Do you have Diabetes that is controlled by oral medication?

No

Yes Give details

9. Do you have Epilepsy?

No

Yes Give details

10. Have you had attacks of giddiness, blackouts, fainting or other sudden periods of unconsciousness that you have not previously declared to Transport for NSW?

No

Yes Give details

11. Do you have any medical, physical or mental disabilities which may affect your driving?

No

Yes Give details

12. Do you regularly use drugs (such as stimulants or drugs of addiction) other than prescription medication, which may affect your driving?

No

Yes Give details

13. Do you need to wear glasses or contact lenses when driving?

No

Yes Give details

14. Do you have any eye or vision condition (other than monocular vision) that may affect your driving? For example, double vision, visual field defects, poor night vision.

No

Yes Give details

15. Do you have monocular vision?

No

Yes Give details

16. Was your last licence renewal done via photo-kit?

No

Yes Give details

17. Licensee specimen signature

YOU MUST SIGN THIS BOX - USE BLACK INK ONLY

Specimen Signature of Licensee

If you need to have a witness verify your proof of identity or change of name documents, the witness **MUST** see you sign in the signature specimen box. Only sign in the specimen signature box whilst the witness is present.

The specimen signature needs to be clear, bold and in **BLACK** ink.

If the signature cannot be used the application will not be processed and you will be required to send a new one.

Keep your signature inside the white box

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18. Declaration

I declare that the information provided by me in this application is true and correct.

Signature

Date

Warning: it is an offence under the *Crimes Act 1900* to provide false or misleading information to Transport for NSW

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 www.transport.nsw.gov.au/privacy-statement or phone **13 22 13** to request a copy.

Office Use ONLY

Stand-alone or primary proof

Document number

Secondary proof

Secondary proof date of issue or E/D

POI verified by (name of CSR)

Staff number

Photo comparison Matched

Mismatched

Section C - Proof of identity (POI)

You **must** have a witness complete this section **If**,

- you **cannot** return your current NSW driver licence or one that expired within the last two years, **or**
- your proof of identity documents are in different names due to a name change

Note: if you have changed your name, you must return your current NSW driver licence and include with this Photo-kit a photocopy of the original change of name document, certified by the witness.

YOUR LICENCE WILL BE ISSUED IN THE NAME THAT IS CURRENTLY RECORDED IN OUR SYSTEM

Please ensure you have signed Questions 17 and 18 before proceeding

The witness must be from overseas and one of the following:

1. The Head, Australian Defence Staff or Commanding Officer or Officer Commanding an overseas Australian Defence Force contingent, unit, ship or establishment.
2. A person appointed or acting, in a country or place outside Australia, as the Australian: Ambassador, High Commissioner, Trade Commissioner, Commissioner, Head of Mission, Charge d'Affaires, or Consul-General, Consul, Vice-Consul, Consular Agent, or Counsellor, Secretary or Attache at an Embassy, High Commission.

INSTRUCTIONS TO WITNESS

You must sight the original documents and they must be in english before you certify a photocopy for inclusion with this Photo-kit.

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

- Sight a current passport of the applicant and then certify a photocopy.
- Sight another original supporting proof of identity document of the applicant from the list below and then certify a photocopy.
- 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 5 **and then certify a photocopy of the original change of name document.**
- Ask the applicant to sign in the 'Specimen Signature of Licensee' section on Page 3 **using black ink only.**
- Complete the witness declaration on this page (including official Embassy/Agency stamp).

DECLARATION BY WITNESS

I have sighted a current passport and supporting document/s as marked. I have witnessed the applicant sign the declaration at item 18 and sign the specimen signature section on page 3. I am convinced of their identity.

Applicant's name

Name of witness (Print clearly)

Signature of witness

Qualification of witness

Witness telephone number

Witness email address

Date

Official stamp of witness (if available)

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(when completed)

IMPORTANT NOTES REGARDING WITNESSING OF 'PHOTO KIT'

Proof of Identity documents

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

- A current Medicare card.
- A current Pensioner Concession Card.
- A current Department of Veterans' Affairs entitlement card.
- A current plastic credit card or account card issued by a bank, building society, credit union, American Express or Diners Club International, showing your name (family name and first given name in full) and signature.
- A passbook or account statement up to one year old, issued by a bank, building society, credit union, American Express or Diners Club International. An account statement must show your name, residential or mailing address and account number, as well as the financial institution's letterhead or stamp.
- A current student identity card, displaying the student's photograph, issued by an Australian secondary school, TAFE or university. Where a student identity card has an issue date, but no expiry date, it is acceptable up to two years from the date of issue.
- A current Mobility Parking Scheme (MPS) permit, with or without a photo.
- A current 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 Keypass issued by Australia Post with an expiry date on or after 1 October 2020 (whether under 18 or 18+).

Change of name documents

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

- a marriage certificate (issued by the Registry of Births, Deaths and Marriages (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.