

**This form is to be completed by an Authorised Services Officer who will:**

1. Act as a **Participant Representative** as delegated in the Dealer Vehicle Registration Scheme (DVRS) Agreement.
2. Act as a **Non-DVRS Participant Representative** as delegated by the Director of the dealership.
3. Act as a **Representative** in transacting business at Service NSW on behalf of Transport for NSW.
4. Check customer **Proof of Identity (POI)** on behalf of Transport for NSW. A list of acceptable POI documents for individuals and companies is available at [nsw.gov.au](http://nsw.gov.au). This applies only to participants with a DVRS Agreement.
5. **Certify the roadworthiness** of vehicles registered. This applies only to participants with a DVRS Agreement.

Authorised Services Officers must adhere to the following requirements:

- Advise customers not already established on the Transport for NSW database, to attend a Service NSW centre personally and present documents to prove their identity.
- Ensure that vehicles registered under a DVRS Agreement meet the requirements of the *Road Transport Act 2013* and the Road Transport (Vehicle Registration) Regulation 2017 to be certified roadworthy.

Authorised Services Officers are not required to produce their POI documents when transacting business on behalf of the Participant. If Authorised Services Officers fail to meet their responsibilities, their authorisation to perform these functions will be revoked.

**1. Participant details**

Name

Address of Participant

Postcode

Dealer licence number/Trailer participant customer number

State

**2. Details of Authorised Services Officer**

Type of authorisation required. Refer to information at the top of the form.

- |  |                          |
|--|--------------------------|
| 1. DVRS Participant Representative     | <input type="checkbox"/> |
| 2. Non-DVRS Participant Representative | <input type="checkbox"/> |
| 3. Representative                      | <input type="checkbox"/> |
| 4. Proof of identity                   | <input type="checkbox"/> |
| 5. Vehicle certification               | <input type="checkbox"/> |

Full name

Residential address

Postcode

Driver licence/customer number

**3. Declaration of Authorised Services Officer**

I declare that the details in this application are true and complete.

Signature of Authorised Services Officer

Date

Day	/	Month	/	Year
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**4. Declaration of eligibility of Authorised Services Officer (please sign relevant declaration)**

**To be completed by DVRS Participant Representative or Director**

I declare that the Authorised Services Officer named is appropriately qualified and experienced to verify customer POI documents on behalf of Transport for NSW or to certify vehicles in accordance with the requirements of a DVRS Agreement.

DVRS Participant Representative/Director name

DVRS Participant Representative/Director signature

Date

Day	/	Month	/	Year
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**OR**

**To be completed by a Non-DVRS Participant Representative or Director**

I declare that the Authorised Services Officer named is authorised to act as a Representative of the Participant in transacting business with Transport for NSW.

Non-DVRS Participant Representative/Director name

Non-DVRS Participant Representative/Director signature

Date

Day	/	Month	/	Year
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### 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](https://transport.nsw.gov.au) or call **13 22 13** to request a copy.

### Office use only

#### Proof of identity record (attach copy)

Stand alone or primary proof

Document number

Secondary proof

#### Authorisation of SNSW Manager or Delegate

Type of authorisation

1. DVRS Participant Representative

Approved

Not approved

2. Non-DVRS Participant Representative

Approved

Not approved

3. Representative

Approved

Not approved

4. Proof of identity

Approved

Not approved

5. Vehicle certification

Approved

Not approved

Signature of SNSW Manager or Delegate

Name of SNSW Manager or Delegate

Service centre name

Date

Day	/	Month	/	Year
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