

Use this form to establish a new dealer/user or amend an existing user on the Dealer Number Plate System.

1. Applicant details

Dealer licence number (if applicable) TfNSW customer number

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Name

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Trading name

Business address

Postcode

ACN, ARBN or ABN

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Business telephone number

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2. Reason for request

- Establish dealer access
- Establish new user
- Amend user details
- Expire user

Complete section 3 **only** to establish access **or** sections 3 and 4 to amend user details

3. New / existing user details

Surname

--

Given names

--

Email address

--

Your Microsoft Identity if different from the above

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Note: If you are not sure how to determine your Microsoft AD User Principal Name (UPN) please reach out to your Support.

Number plate delivery details

Delivery address

Postcode

Special delivery instructions

4. Details to be amended (to change existing details)

Surname

--

Given names

--

Date of birth

day	/	month	/	year
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NSW driver lic/customer no.

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Email address

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Delivery address

Postcode

Special delivery instructions

5. Service centre details

Controlling Service Centre name

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User Authorisation – Dealer Number Plate System

6. Agreement and declaration by user and DVRS Participant representative/Director

This declaration must be read by the signatories.

I acknowledge that the terms of the Agreement will apply concerning Dealer Online and/or the Dealer Number Plate System including the use and security of passwords and obligations of DVRS Participant representative/Director. I declare that the information provided in this application is true and complete.

User signature

DVRS Participant representative/Director name

DVRS Participant representative/Director signature

Date

day month year

DVRS Participant representative/Director email address

Personal Information Collection Notice

Transport for NSW is collecting your personal information in connection with your application for access to the Dealer Number Plate System and for the administration of that system. You are not required to provide your personal information but we cannot process your application without it. Your personal information may be disclosed for the purpose of verifying the information and supporting documents you have provided to us, or, to a third party number plate manufacturer, systems operator or courier to facilitate delivery of number plates. Otherwise, we will not disclose your personal information without your consent unless authorised by law. You can contact us to access or update your information.

Please return both pages of completed form to your controlling Service Centre.

Office use only

Controlling Service Centre

Dealer Number Plate System authorisation (DVRS only)

Approved Yes

No

Manager or delegate name

Signature

Staff number

Date

day month year

Dealer Number Plate System operator

User ID's and password issued

User details changed

Confirmation email sent to manager

Confirmation email sent to DVRS Participant representative/Director

System operator representative name (please print)

Signature

Date

day month year