

- This form is for licensed certifiers seeking approval to remove a modification plate due to error and NOT for de-modification or altered modification.
- A licensed certifier should refer to their Procedures prior to submitting this request.
- Under no circumstances should a modification plate be removed from a vehicle unless approval has been given by Transport for NSW.
- Allow 7 days for processing this request.

## 1. Current licence details (Mandatory)

Surname

Given names

VSCCS licence number

Daytime contact number

Mobile number

**Email address** - (this may be a personal or a business email address)

## 2. Details of vehicle and VSCCS compliance certificate

Certificate number

VIN/Chassis number

Modification plate serial number

## 3. Reason for request to remove a modification plate

I,

request modification plate serial number

to be removed and replaced with modification plate serial number

due to

## 4. I request to amend certificate number

by changing the modification plate serial number to

## 5. Certifier's declaration

*(please read carefully before you sign)*

I declare that the information I have given in this application is true and correct. I understand that if any information I have given is found to be false this application will be disregarded. I understand that TfNSW will conduct checks of its records to confirm correctness of the information provided.

I will comply with VSCCS procedures and VSCCS Notice 04 in relation to storing this removed modification plate if the request to remove is approved.

I will update my record keeping to reflect the change of modification plate.

I accept that submission of this request does not guarantee the request will be approved.

I understand that failure to supply full details, relevant documentation and sign this declaration can result in the request not proceeding.

Signature *(the licensed certifier must sign)*

Date

## 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](http://www.transport.nsw.gov.au/privacy-statement) or phone 13 22 13 to request a copy.

**Fax or scan and email the completed request to VSCCS.**

**OFFICE USE ONLY - VSCCS Comments**

<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved ( <i>details below</i> )
<hr/> <hr/>	
<input type="checkbox"/> VCC closed	<input type="checkbox"/> Advised Licensed Certifier
Name: ( <i>print</i> )	Date      day / month / year

**Transport for NSW**

Vehicle Safety Compliance Certification Scheme (VSCCS)  
PO Box 122, Glen Innes NSW 2370

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