

Information to applicant

To determine whether you meet the eligibility requirements to apply for a disqualification removal order to the Local Court you must obtain a copy of your driving record, which can be provided to you free of charge by Transport for NSW (TfNSW). To do this you will need to complete this form and provide proof of identity documents that must be certified by a relevant witness (please refer to the identity and relevant witness information overleaf).

Your completed form can be emailed to DisqualificationRemovalOrders@transport.nsw.gov.au or posted to Transport for NSW at Disqualification Removal Orders, Locked Bag 14, Grafton NSW 2460.

Once TfNSW receives your completed form they will undertake a review of your driving record to see whether you appear to meet the eligibility requirements. Information about the eligibility requirements can be found online at nsw.gov.au

TfNSW will then send you a copy of your driving record with a covering letter to your preferred return email or postal address. The covering letter will state whether or not your driving record appears to show you meet the eligibility requirements. Both your driving record and the covering letter from TfNSW must be submitted by you to the Local Court as part of your disqualification removal order application.

Further information about how to make your application to the Local Court and what the Court will consider in determining whether to remove the driving disqualification can be found on our website.

Should your disqualification removal order application to the Local Court be rejected, you may not make another application for 12 months. Please also note you will not be provided with your driving record if you are not currently disqualified.

Customer details

Surname <input style="width: 100%;" type="text"/>		Given name(s) <input style="width: 100%;" type="text"/>	
Residential address <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <div style="text-align: right;">Postcode</div>		Postal address (if different to residential address) <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <div style="text-align: right;">Postcode</div>	
Daytime contact number <input style="width: 100%;" type="text"/>	Mobile phone number <input style="width: 100%;" type="text"/>	Email address <input style="width: 100%;" type="text"/>	
Date of birth <input style="width: 100%; text-align: center;" type="text"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Day Month Year </div>		Driver licence or customer number (if known) <input style="width: 100%;" type="text"/>	

Note: If your records show a different address to the details supplied, TfNSW will update the address from the information supplied under customer details.

Are you Aboriginal or Torres Strait Islander? Yes No

Do not tick either box if you do not wish to answer it.

Answering this question is voluntary. TfNSW may use this information to develop driver licensing and vehicle registration services for Aboriginal people. TfNSW will not disclose this information without your consent unless authorised by law.

Declaration (please print)

I, Mr/Mrs/Miss/Ms/Other _____

of (address) _____

hereby apply for the free issue of an up to date copy of my driving record. By submitting and signing this form, I declare that I am seeking a copy of my traffic record in connection with the making of an application for the removal of disqualification periods or obtaining legal advice on my eligibility to make such an application. I understand that if records reveal I am not currently a disqualified driver, I will not be issued with a copy of my traffic record.

Signature of applicant: _____ Date: _____

I would like to receive my driving record via email to _____

mailed to _____

Important notes for the witnessing of the application

The witness must be one of the following:

Barrister or Solicitor of the Supreme Court; Clerk of the local Court; Member of Parliament; Legally qualified Medical Practitioner; Alderperson or Councillor of any municipality; Town Clerk or Shire Secretary; Postal Manager; Manager or Accountant of any bank or building society; Justice of the Peace; Public Servant of at least five years permanent service; Minister of Religion; School Teacher; Member of the Police Force.

Instructions to witness

You must sight the applicant's original documents, photocopies are not acceptable. Then you must **certify a photocopy** of these original documents for inclusion with this application.

- Sight, photocopy and certify two documents, one from List 1 and one from List 2. The name must be the same on both documents.
- 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 **and then certify a photocopy of the original change of name document.**
- Ask the applicant to sign in the 'Declaration' on the front of this application.
- Complete the witness declaration on this page (including official stamp if available).

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

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

List 1

- NSW driver licence or NSW Photo Card that has expired more than 2 years but less than 5 years ago (may be presented as a plastic card or as a digital driver licence)
- Driver licence from another Australian state or territory (must be current, or expired up to 2 years ago)
- Australian full birth certificate or Integrated birth certificate (historic certificates issued in 1987 and 1988 are accepted)
- An Overseas birth certificate showing parental details (a passport or an official Australian travel document must also be provided)
- Current Australian passport, or one that expired within the last 2 years (passports that have been cancelled are not accepted)
- Current Travel documents issued by the Department of Foreign Affairs and Trade (a Certificate of Identity, Document of Identity, or Titre de Voyage)
- Current overseas passport (passports that have been cancelled are not accepted)
- Australian naturalisation or citizenship document
- Current photo identity card for the NSW Police Force
- ImmiCards issued by the Australian Government that are current or have expired up to 2 years ago:
 - Evidence of Immigration Status (EIS)
 - Permanent Residence Evidence (PRE)
 - Residence Determination ImmiCard (RDI), or
 - Australian Migration Status (AMS).

List 2

- Current Medicare card, green or blue Current Pensioner Concession Card.
- Current Department of Veterans' Affairs entitlement card
- Any other current entitlement card issued by the Australian Government
- Current credit card or account card showing your name and signature (issued by a bank, building society, credit union, American Express, or Diners Club International)
- Australian secondary school, TAFE or university, which must display your photograph (if there's no expiry date, a card can be accepted up to 2 years from the date it was issued)
- Account statement, passbook or letter up to 12 months old (issued by a bank, building society or credit union)
- Evidence of enrolment at an Australian secondary school, TAFE or university up to 12 months old (must include your full name and the institution's letterhead)
- Current Mobility Parking Scheme (MPS) permit (issued by Transport for NSW)
- Current NSW Firearms licence, Security Industry licence or Commercial Agents and Private Inquiry Agents licence
- Current photo identity card for the Australian Defence Force
- Current interstate Proof of Age Card, Evidence of Age Card, or Personal Information Card
- Current Keypass (issued by Australia Post)
- Current consular photo identity card (issued by the Department of Foreign Affairs and Trade).

Change of name documents

(original document **must** be sighted, copied and certified)

- a marriage certificate (issued by the 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.

Witness declaration

I have sighted the supporting document/s as marked. I have witnessed the applicant signing the declaration on the front of this form. I am convinced of their identity.

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 or phone **13 22 13** to request a copy.

Applicant name

Name of witness (Print clearly)

Rank/position of witness

Signature of witness

Date

Day	/	Month	/	Year
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Witness email address

Witness phone number

Official stamp of witness (if available) or JP registration number