



Information for the Applicant

- A licence cannot be renewed if it has expired by more than 90 days. After 90 days, an application for a new licence is required.

1. Customer Details

Surname

Given names

Address

State

Postcode

Date of birth

Daytime contact number

day / month / year

Motor vehicle driving instructor's number

Driver's licence number

State/Territory of issue

Working With Children Check Number

Expiry date

day / month / year

Complete details overleaf

2. Customer Declaration

I declare that the information in this application is true and complete. I understand that I must supply the information under the *Road Transport Act 2013* and failure to supply full details and sign this declaration can result in refusal of a licence.

The information supplied may be disclosed to law enforcement, licensing and registration agencies in Australia for regulation, law enforcement, public safety and public revenue purposes. Information to locate drivers of vehicles involved in motor accidents and facilitate voluntary organ donation may also be disclosed.

I consent to the disclosure of information needed to verify the contents of this application.

Signature

Date

day / month / year

Office use only

Proof of Identity (if necessary)

Stand alone or primary proof

Document number

Secondary proof (if necessary)

Document number

Working With Children Check Number verified

CSR signature

Staff number

Date

day / month / year

Driving Instructor's Licence - Application for Renewal continued

Questions 1 - 4 must be completed and written by the applicant

1. Have you in New South Wales or elsewhere had an offence proven in court or been convicted, of any criminal offence in the last 10 years?

No

Yes If your answer is yes, give full details including the full name under which you were convicted or found guilty.

2. Have you in New South Wales or elsewhere had an offence proven in court or been convicted of any traffic or other type of offence in the last 5 years?

No

Yes If your answer is yes, give full details including the full name under which you were convicted or found guilty.

3. Are there any charges pending against you, for any criminal, traffic or other types of offences?

No

Yes If your answer is yes, give full details including the full name under which you were charged.

4. Do you have any medical or mental disabilities which may affect your driving?

No

Yes If your answer is yes, what are they?

I certify that all the answers that appear on this page have been written by me and to the best of my knowledge are true and correct.

Signature: _____

Date: _____

Driving Instructor's Licence Renewal Checklist

Existing customers only

Is the customer a new applicant?

YES
you have the wrong form
go to 'New Applicants Only' checklist

NO
follow directions below

Tick the following boxes once the applicant has:

Knowledge test(s) completed

supplied two current passport size photographs.

The specimen signature must be supplied on a **white avery label** only and the signature must be clear, bold and in BLACK ink.

paid the prescribed renewal fee.

completed the renewal application form (Form No. 537) in the CSR's presence in which the application form has been signed and dated by the CSR.

Supplied a full traffic record from the Interstate Driver Licensing Authority for instructors with interstate driver licences.

Once the above has been completed, the following documents are to be sent to:-

**Driving Instructors
Enrolment Processing
PO Box 122, Glen Innes NSW 2370**

- The original completed renewal application form.
- Two passport sized photographs.
- The avery label with the customer's specimen signature.
- A copy of receipt of payment of the prescribed renewal fee.
- A full traffic record from the Interstate Driver Licensing Authority (*if applicable*)
- This completed checklist signed and dated by the CSR below.

Note: The new Driving Instructor's Licence Card will be sent direct to the applicant by the Enrolment Processing Unit.

CSR name: _____

Signature: _____ Date: _____

Service Centre: _____ Service Centre phone no.: _____