



# Access to Own Personal Records

You may use this form to request access to your personal records under section 14 of the *Privacy and Personal Information Protection Act 1998* or under section 26 of the *Health Records and Information Privacy Act 2002*. If you need help in filling out this form, please contact Roads and Maritime Services (Roads and Maritime) on 13 22 13.

To check the current fees payable visit the [Roads and Maritime website](#), attend your nearest registry, service centre or call our Contact Centre on 13 22 13.

**Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 and ask for 13 22 13.

## WHEN TO USE THIS FORM

- Use this Form to check that we have recorded your personal details correctly.
- If you want us to search for and provide copies of your information rather than just check your details then use Form 5166 - Government Information (Public Access) Act Application.
- If you require other information then please use [Form 5166 Government Information \(Public Access\) Act Application](#)
- If you are a solicitor seeking information please use [Form 1046 - Motor Vehicle Accidents](#) or [Form 1757 - Marine Accidents](#)

## Details of Applicant

Mr / Mrs / Miss / Ms: \_\_\_\_\_ Driver licence/Roads and Maritime customer number: \_\_\_\_\_

Given names: \_\_\_\_\_ Surname: \_\_\_\_\_

Australian postal address: \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime telephone number(s): \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

*Roads and Maritime will only release information directly to the Applicant and not the Applicant's agent or solicitor.*

## Identification Documents

When seeking access to personal information, an applicant MUST provide proof of identity (POI) in the form of one of the following documents.

Australian driver licence       Current Australian passport       Other ▶ *A brochure detailing acceptable POI documents is available on the Roads and Maritime website.*

## Personal Information

Please describe the information you would like to access in enough detail to allow us to identify it (*attach additional pages if necessary*). **Note:** If you do not give enough details about the information, the Roads and Maritime may refuse to process your application.

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**Certified extract required:**       Yes       No

Online licence renewal declaration required?       Yes (*Please indicate reasons below*)

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## Privacy Statement

Roads and Maritime Services is subject to the *Privacy and Personal Information Protection Act 1998* (PIIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act) which requires us to comply with Information and Health Privacy Principles.

Your personal information is being collected to process your Personal Records Application pursuant to section 14 of the PIIP Act or section 26 of the HRIP Act. Roads and Maritime may use your personal information for the purpose of processing your request.

Roads and Maritime will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by Roads and Maritime at 20-44 Ennis Rd, Milsons Point. You have the right to access and correct the information if you believe that it is incorrect.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Please do not send cash

To check the current fees payable visit the [Roads and Maritime website](#), attend your nearest registry, service centre or call our Contact Centre on 13 22 13.



Transport  
Roads & Maritime  
Services

## Credit Card Payment Authority

**Remember – include your documents with this Authority**

MASTERCARD       VISA

Card number

/

Valid until

Card holder's name

\$

Amount

My supply of Credit Card information is voluntary and I understand that my 'personal information' may be disclosed inside and outside NSW to Roads and Maritime Services Bank and my financial institution for the purpose of administration and processing Credit Card Payment.

Signature of card holder

**Take the completed request for information application to your nearest registry/service centre or send it to:**

**Roads and Maritime Services  
Customer Administration Unit  
Locked Bag 14  
Grafton NSW 2460 Australia**

**If payment is being made using the credit card payment authority you may also submit your application by fax on +61 02 6640 2895 or email to [customeradministrationunit@rms.nsw.gov.au](mailto:customeradministrationunit@rms.nsw.gov.au)**

**You must include copies of proof of identity (POI) documents with your application or the request will not be processed.**

**A brochure detailing acceptable POI documents is available on the Roads and Maritime website.**

### Office use

#### Proof of Identity Record

Stand alone or primary proof

Document number

Registry/service centre

Secondary proof (if necessary)

Document number

Customer service representative signature

Certified by:

Customer service representative name (print)

Staff number

Date

/  /   
day / month / year