



Photo-kit for a NSW Licensee Temporarily Overseas

Instructional Notes and Credit Card Authority

This Photo-kit should be used by NSW licence holders (who are temporarily overseas) to apply for the renewal or replacement of a NSW photo licence. **Refer to page 1 for all instructional notes.**

Section A - Customer details

Driver licence number

Date of birth

 / /
Day Month Year

Surname

Given name(s)

NSW residential address (*must be supplied*)

 Postcode

Return address (*the new licence will be posted to this address, use block letters*)

 Postcode

Mobile number (*if you would like to receive communications*)

Contact E-mail address (*preferred*)

or Full name of an Australian relative or friend

Australian contact phone number of the relative or friend

Anticipated date of return to NSW

 / /
Day Month Year

Section B - Application for renewal or replacement

To renew or replace your licence you need to answer these questions and complete the declaration. If you answer yes to questions 7 to 15 you may be required to supply a doctor's certificate.

A five year licence is not available to all licensees. **Only unrestricted licences can be renewed for 5 years.**

1. Renewal period

1 yr 3 yrs 5 yrs ► *go to 4*

Provisional licence holders can renew for:

P1 (18 months) P2 (30 months)

2. I would like to apply for a replacement licence

Yes ► *go to 3*

3. What is the reason for your application for a replacement licence?

Lost

Stolen

Not received

Other ► *Give details*

4. Have you ever held another NSW licence to drive or ride or a NSW Photo Card /Proof of Age Card in the above name or in another name where the licence number or customer number is different?

No

Yes ► *Give details*

Previous licence/Customer no.

Class of licence

Expiry date

Other name

**UNCLASSIFIED
SENSITIVE: PERSONAL**

continued page 3



5. Since last obtaining your licence, have you been prohibited or refused from driving a motor vehicle or riding a motorcycle in NSW or elsewhere?

No

Yes Give details

6. Since last obtaining your licence, have you been disqualified, cancelled, suspended or is there a charge pending against you for a driving or riding offence?

No

Yes Give details

7. Do you have Diabetes that is controlled by insulin?

No

Yes Give details

8. Do you have Diabetes that is controlled by oral medication?

No

Yes Give details

9. Do you have Epilepsy?

No

Yes Give details

10. Have you had attacks of giddiness, blackouts, fainting or other sudden periods of unconsciousness that you have not previously declared to Roads and Maritime?

No

Yes Give details

11. Do you have any medical, physical or mental disabilities which may affect your driving?

No

Yes Give details

12. Do you regularly use drugs (such as stimulants or drugs of addiction) other than prescription medication, which may affect your driving?

No

Yes Give details

13. Do you need to wear glasses or contact lenses when driving?

No

Yes Give details

14. Do you have any eye or vision condition (other than monocular vision) that may affect your driving? For example, double vision, visual field defects, poor night vision.

No

Yes Give details

15. Do you have monocular vision?

No

Yes Give details

16. Was your last licence renewal done via photo-kit?

No

Yes Give details

17. Licensee specimen signature

YOU MUST SIGN THIS BOX - USE BLACK INK ONLY

Specimen Signature of Licensee

If you need to have a witness verify your proof of identity or change of name documents, the witness **MUST** see you sign in the signature specimen box. Only sign in the specimen signature box whilst the witness is present.

The specimen signature needs to be clear, bold and in **BLACK** ink.

If the signature cannot be used the application will not be processed and you will be required to send a new one.

Keep your signature inside the white box

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18. Privacy statement and declaration

Please read carefully before you sign. If you do not tell the truth you can be fined. Any licence you hold could be cancelled.

We are collecting your personal information for your application for a driver licence and we may retain and use it for driver licensing, motor vehicle and road transport or road safety purposes.

You are required to provide this information under road transport legislation and we may refuse your application if you do not provide it.

We may disclose your personal information in order to assess your application or verify the information you provide, in respect of inquiries about motor accidents, and to other licensing and vehicle registration agencies.

We may disclose your health information to assess your application or to verify it. Other than as described in this Statement we will not disclose your personal or health information without your consent unless authorised by law.

Your personal and health information will be held by Roads and Maritime Services and generally you can contact us at www.rms.nsw.gov.au to access or correct it.

You declare that the information on this form is true and complete.

Under the *Road Transport (Driver Licensing) Act 1998* it is an offence for anyone to attempt to obtain or renew a driver licence by false statement of dishonest means.

Signature

Date

Day	/	Month	/	Year
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Section C - Proof of identity (POI)

You **must** have a witness complete page 5. **If,**

- you **cannot** return your current NSW driver licence or one that expired within the last two years, **or**
- your proof of identity documents are in different names due to a name change

Note: if you have changed your name, you must return your current NSW driver licence and include with this Photo-kit a photocopy of the original change of name document, certified by the witness.

YOUR LICENCE WILL BE ISSUED IN THE NAME THAT IS CURRENTLY RECORDED IN OUR SYSTEM

Please ensure you have signed Questions 17 and 18 before proceeding

RMS Office Use ONLY

Stand-alone or primary proof

Document number

Secondary proof

Secondary proof date of issue or E/D

POI verified by (name of CSR)

Staff number

Photo comparison Matched

Mismatched

IMPORTANT NOTES REGARDING WITNESSING OF 'PHOTO KIT'

The witness must be from overseas and one of the following:

1. The Head, Australian Defence Staff or Commanding Officer or Officer Commanding an overseas Australian Defence Force contingent, unit, ship or establishment.
2. A person appointed or acting, in a country or place outside Australia, as the Australian: Ambassador, High Commissioner, Trade Commissioner, Commissioner, Head of Mission, Charge d'Affaires, or Consul-General, Consul, Vice-Consul, Consular Agent, or Counsellor, Secretary or Attache at an Embassy, High Commission.

INSTRUCTIONS TO WITNESS

You must sight the original documents and they must be in english before you certify a photocopy for inclusion with this Photo-kit.

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

- Sight a current passport of the applicant and then certify a photocopy.
- Sight another original supporting proof of identity document of the applicant from the list below and then certify a photocopy.
- 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.**
- Ask the applicant to sign in the 'Specimen Signature of Licensee' section on Page 3 **using black ink only.**
- Complete the witness declaration on this page (including official Embassy/Agency stamp).

Proof of Identity documents

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

- A current Medicare card.
- A current Pensioner Concession Card.
- A current Department of Veterans' Affairs entitlement card.
- A current plastic credit card or account card issued by a bank, building society, credit union, American Express or Diners Club International, showing your name (family name and first given name in full) and signature.
- A passbook or account statement up to one year old, issued by a bank, building society, credit union, American Express or Diners Club International. An account statement must show your name, residential or mailing address and account number, as well as the financial institution's letterhead or stamp.
- A current student identity card, displaying the student's photograph, issued by an Australian secondary school, TAFE or university. Where a student identity card has an issue date, but no expiry date, it is acceptable up to two years from the date of issue.
- A current Mobility Parking Scheme (MPS) permit, with or without a photo.
- A current Roads and Maritime issued NSW photo Firearm, Security Industry or Commercial Agents and Private Inquiry Agents operator licence.
- A current photo identity card for the Australian Defence Force, excluding civilian staff or family.

Change of name documents

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

- a marriage certificate (issued by the Registry of Births, Deaths and Marriages (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.

BDM commemorative certificates are not acceptable for Roads and Maritime proof of identity purposes.

DECLARATION BY WITNESS

I have sighted a current passport and supporting document/s as marked. I have witnessed the applicant sign the declaration at item 18 and sign the specimen signature section on page 3. I am convinced of their identity. I understand that my 'personal information' is being collected by Roads and Maritime for verification of the applicant's proof of identity documents and signature. Personal information is held by us at 20-44 Ennis Road, Milsons Point NSW 2061 and may be disclosed inside and outside NSW to verify the contents of this application. I understand that my witnessing of the applicant's Proof of Identity and signature is voluntary.

Name of witness (PRINT CLEARLY)

Signature of witness

Rank / position of witness and name of Embassy / Department / Agency

Date

Day	/	Month	/	Year
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Applicant's name

Passport number

Embassy / Agency / Defence Force Stamp

Country of issue

Passport Expiry date

Day	/	Month	/	Year
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