



Request for Password Reset / Extend / Expire User Dealer Online (DOL)

Use this form to reset your DOL password, extend an account or expire a user.

1. Reason for request

- Reset password
- Extend account
- Expire user

2. Details of Dealer Online

Dealer licence number

Trading name

Business address

 Postcode

3. Details of Dealer user

User ID

Surname

Given names

Business telephone number Business fax number

Business email address

4. Registry details

Controlling Registry name

5. Agreement and declaration by Dealer (DOL Terms)

I acknowledge that the the terms of the Dealer Vehicle Registration Scheme (DVRS) Dealer Agreement will apply concerning Dealer Online (DOL) including the use and security of passwords. I declare that the information provided in this Application is true and complete.

Security Administrator name

Security Administrator signature

Signature of user

Date
 / /
day month year

6. Privacy statement

The Roads and Maritime Services (Roads and Maritime) is subject to the *Privacy and Personal Information Protection Act 1998* (PIIP Act) which requires that we comply with the Information Privacy Principles set out in the PIIP Act. Your personal information is being collected to process your application for resetting a password or extending or ending the appointment of an authorised user in respect of the Dealer Online System (DOL) and to administer DOL. You are not required to provide your personal information but RMS may refuse your application if you do not. Your personal information will be held by Roads and Maritime at 20-44 Ennis Road, Milsons Point NSW 2061. You have the right to access and correct the information if you believe that it is incorrect. We may disclose your personal information for the purposes of verifying the information and supporting documents you have provided to us but otherwise Roads and Maritime will not disclose your personal information without your consent unless authorised by law.

Return the completed form to:

DRIVES Help Desk
Email: DrivesHelpDesk@rms.nsw.gov.au or
Fax number: (02) 4924 0482

Roads and Maritime office use only Checklist

DRIVES Help Desk

User account extended or expired / password reset

Signature

Staff number

Date
 / /
day month year