



This form must be filled in by staff who will:

1. Act as the representative in transacting business with Roads and Maritime Services (Roads and Maritime).
2. Check customer proof of identity (POI) on behalf of Roads and Maritime. This applies only to participants with an Agreement.
3. Certify the roadworthiness of vehicles registered. This applies only to participants with an Agreement.

Authorised users must adhere to the following requirements:-

1. Only Proof of Identify (POI) documents listed on the Roads and Maritime website, can be accepted for individuals and organisations.
2. Customers not already established on the Roads and Maritime computer system, must attend a Registry/Service Centre personally and present documents to prove their identity.
3. Vehicle registered under an agreement must meet the requirements of the Road Transport Act 2013 and the Road Transport (*Vehicle Registration*) Regulation 2007 to be certified roadworthy.

If authorised users fail to meet their responsibilities, their authorisation to perform these functions will be revoked.

Authorised users are not required to produce identification documents when transacting business on behalf of the participant.

1. Participant details

Name

Address of Participant

Dealer Licence number (if applicable) State

2. Details of User

Type of authorisation required

Representative

Proof of Identity (POI)

Vehicle Certification

Name

Residential address

Driver licence number

3. Declaration of Eligibility of User

(to be completed by Participant Representative)

I declare that the user named is appropriately qualified and experienced to verify customer POI documents on behalf of Roads and Maritime or certify vehicles in accordance with the requirements of an Agreement where one exists.

Participant Representative name

Participant Representative signature

Date

4. Declaration

I understand that my personal information is collected and held by Roads and Maritime Services (Roads and Maritime), 20-44 Ennis Rd, Milsons Point NSW 2061. I understand that my personal information is being collected as part of my application and I must supply information to become an Authorised Services Officer. I understand failure to supply full details and sign this declaration can result in the application not proceeding. My 'personal information' may be disclosed for the purpose of verifying this application. I have a right to access or correct my 'personal information' in accordance with the provisions of the Privacy and Personal Information Protection Act 1998. I declare that the details in this application are true and complete.

Signature of applicant

Date

Signature of participant representative

Date

Roads and Maritime Use Only

Proof of Identity record *(attach copy)*

Stand alone or primary proof

Document number

Secondary proof

Authorisation of Manager

Type of authorisation

Representative

Approved

Not approved

POI

Approved

Not approved

Certification

Approved

Not approved

Signature of Manager or delegate

Registry/Service Centre name

Date

Day	/	Month	/	Year
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