

Request for Confirmation of Overseas Driver Licence Details

(This note is to assist the applicant to seek confirmation of their licence details from the overseas licence issuing authority. It remains the responsibility of the applicant to seek such confirmation).

TO THE DRIVER LICENCE ISSUING AUTHORITY CONCERNED

An application for a driver licence in the state of New South Wales, Australia has been made and the applicant is seeking recognition of a current or expired driver licence issued by your authority.

The applicant has been asked to obtain further documentary evidence of their overseas driver licence before Roads and Maritime Services (Roads and Maritime) can proceed with the licence application.

It is requested that an authorised officer or delegate of the relevant driver or rider licence issuing authority provides a letter (on an official letterhead with return contact details) verifying the applicant's licence details as outlined below. It is important that the information presented in all confirmation letters be based on a search of official records or databases.

If there are circumstances that prevent the applicant obtaining a confirmation letter from the relevant licence issuing authority, a letter from the local consulate or diplomatic office may be accepted provided that it is clearly demonstrated that the letter is based on information sourced directly from the relevant licence issuing authority.



A confirmation letter *must* contain:

- Name and location of issuing agency *(province/state/territory/country)*
- Applicant's full name *(first name; other given name/s; family name/s)*
- Date of birth *(dd/mm/yyyy)*
- Licence number
- Class of licence issued
- Date of first issue *(dd/mm/yyyy; the date of issue of the first licence to drive, not including a learner licence)*
- Conditions on licence *(if any)*
- Expiry date *(dd/mm/yyyy)*
- Additional Licences held *(if any)*

Important Notes:

- Endorsement of this letter is not sufficient to meet licence confirmation requirements.
- If necessary, Roads and Maritime may need to clarify the details contained in the confirmation letter directly with the official who issues it.
- Only an original confirmation letter signed by an authorised officer or delegate or endorsed with an official stamp is acceptable.
- Please give or mail the original confirmation letter to the customer who needs to return it to RMS in person.
- Please **DO NOT** return the letter of confirmation via email or facsimile (unless there are special arrangements with Roads and Maritime).

Frequently asked questions

Question	Answer
Why do I need to provide more information about my overseas licence?	The confirmation of your overseas licence details is required to help determine the type of licence (learner, P1, P2 or unrestricted) for which you may be eligible.
Where do I send the Request for Confirmation of Overseas Driver Licence Details form?	You need to approach the driver licence authority that issued you the licence and give them the Request for Confirmation of Overseas Driver Licence Details form (printed overleaf). The document provides information to help them confirm the details of your overseas licence.
Is a confirmation letter from a consulate or diplomatic office acceptable to RMS?	Before accepting a confirmation letter from a consulate or diplomatic office, RMS needs to be satisfied that the information contained in the letter is based on enquiries made directly with the relevant overseas licence issuing authority.
Am I able to sit the Driver Knowledge Test or undertake a Driving Test before I return a confirmation letter to RMS?	Customers who are required to provide a confirmation letter can attempt a computer test for a learner licence and undertake a provisional driver driving test provided the requirements of the Graduated Licensing Scheme are completed. Until an acceptable confirmation letter is presented, the customer's overseas licence is not recognised and compliance with the Graduated Licensing Scheme is essential.
What if I don't wish to, or cannot, obtain a confirmation letter?	If you change your mind and no longer wish to obtain a confirmation letter, or if you are unable to obtain such a letter, you can choose to return to a Motor Registry and apply for a learner licence (with learner driver log book).
What do I do once I have obtained a confirmation letter?	Once you have received a confirmation letter you need to return it in person to a motor registry. You will also need to bring the required proof of identity documents e.g your overseas passport. Please note: only original confirmation letters will be accepted - please do not send via email or fax.
What happens when I return to a motor registry with a confirmation letter?	The Customer Service Centre Manager (CSCM) reviews the confirmation letter. If the CSCM is satisfied that the letter provides the required confirmation, the details of the overseas licence will be recorded. You are then able to make arrangements to undertake the Driver Knowledge Test and driver testing, unless exempt. Please note: If the confirmation letter is not accepted by the CSCM then you may be issued with a NSW learner licence (with learner driver log book).
➔ For more information	Roads and Maritime Services, NSW, Australia  www.rms.nsw.gov.au  13 22 13 +61 2 4925 1805 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.