Transport Roads & Maritime Services

Written-off Light Vehicle

Booking request for a Written-off Light Vehicle

Important information for registry staff

- This form must only be used for booking a Vehicle Identity Unit inspection for written-off light vehicles that have been issued with an Authorisation to Repair and that vehicle has been repaired.
- All damaged vehicles with a manufacture date that is 15 years or less and reported to the WOVR in NSW are recorded as statutory write-offs. Only certain vehicles (that meet predetermined criteria) will be eligible to be repaired and re-registered in NSW.
- DRIVES will not permit Vehicle Identity Unit bookings for vehicles that are statutory write-offs.
- This form **must** be completed at the registry and forwarded to the Written-off Vehicle Unit by fax when a customer attends to book and pay for a Vehicle Identity Unit inspection for their repaired vehicle. The booking and inspection fee must be paid into the Miscellaneous account(s) M/WOV and VBF. **The registry officer must contact DRIVES Help Desk to obtain a log number for this transaction.**
- **Do not commence establish registration transactions for these vehicles.**
- **Hail Damaged Vehicles -** For hail damaged written-off vehicles that are the subject of an Authorisation to Repair, normal repair and inspection requirements need to be satisfied prior to establishing registration. Some hail damaged vehicles may not be required to be repaired.

Please note: Written-off vehicles that have been repaired and re-registered will have their Certificate of Registration papers marked as being reported to the Written-off Vehicle Register from **31 January 2013.**

1. Customer Details *(Registry officer to complete)*

Drivers licence number / Customer number

Surname

Given names

Contact phone number

Mobile phone

Vehicle Details

Make

Model

VIN

Engine number

Compliance plate date (Day / Month / Year)

Colour

Engine capacity

Number of cylinders

AUVIS report no.

AUVIS station no.

DRIVES receipt no.

DRIVES Help Desk Log number *(Contact DRIVES Help Desk to obtain a log number for this transaction)*

Registry Checklist *(tick each document the customer has presented)*

- ☐ Letter - Authorisation to Repair
- ☐ AUVIS report (blue slip)
- ☐ Signed Certificate of Compliance

- Copy presented documents for faxing, with this form, to Written-off Vehicle Unit.
- Hand customer the receipt for payment and all their paperwork.
- Advise customer that an officer from Vehicle Identity Unit will contact them via the telephone number listed on this form to discuss a date for the vehicle inspection.

Email this form and presented documents to Written-off Vehicle Unit: WOVR@rms.nsw.gov.au

2. Inspection Details *(Vehicle Identity Unit officer to complete)*

Vehicle Identity Unit officer to contact customer and confirm booking time and date.

Inspection date (Day / Month / Year)

Inspection time

Vehicle Identity Unit site or inspection address

Scan this form and email to:
DrivesHelpDesk@rms.nsw.gov.au

3. Inspection Details *(DRIVES Help Desk officer to complete)*

DHD officer staff no.

Confirm log number exists

Miscellaneous transaction reversed

Vehicle Identity Unit Inspection created

Email this form back to Written-off Vehicle Unit: WOVR@rms.nsw.gov.au