



Application to Renew a Certifier's Licence

Vehicle Safety Compliance Certification Scheme (VSCCS)

Before completing this renewal form, please read VSCCS conditions of licence, VSCCS code of conduct and Part 6 of the Road Transport (Vehicle Registration) Regulation 2017. All of which are available from Publications in the VSCCS IT System.

1. Current licence details

Surname

Given names

VSCCS licence number

2. Contact details

Residential address *(where you live – this is required for identity and criminal history checks)*

Postcode

Mailing address *(this may be a personal or a business mailing address for mail about this application)*

Postcode

Daytime contact number

Mobile number

Email address *(this may be a personal or a business email address)*

Date of birth

day / month / year

Drivers licence number

State

3. Business details

Please provide some information about the business where you plan to work as a VSCCS licensed certifier. It may be a business you own, are a partner in, or one you work for.

Trading name

Registered business address

Postcode

If the business is not owned by you *(the individual making this application)*, who owns or runs the business (CEO, Director, etc)?

Business contact number

Australian Business Number (ABN)

Australian Company Number (ACN) *(if the business is incorporated)*

4. Are you approved for self-certification?

Yes

No Do you intend to certify vehicles that you perform work on?

Yes *An Application for Self-Certification form will be sent to you for completion (form 1622)*

No

5. Have you completed any further relevant qualifications since you originally applied or since you last renewed your licence?

No

Yes Please include relevant details

Please return your completed form to:

Vehicle Safety Compliance Certification Scheme (VSCCS)

PO Box 122, Glen Innes NSW 2370

www.rms.nsw.gov.au | 13 22 13

| T 1300 336 206

| F 1300 397 040

| E vsccs@rms.nsw.gov.au

6. Have any of your personal or professional circumstances relevant to your licence changed since your last licence was issued? (this includes whether you have been convicted of any offences or had any other licences suspended or revoked)

No

Yes Please include relevant details

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7. Do you intend to vary your licence? (a fee applies)

No

Yes Please complete form no. 1637

8. Certifier's declaration and privacy statement

(please read carefully before you sign)

I accept that submission of this application does not guarantee the application proceeding or the approval of or issuing of a VSCCS certifier's licence. I understand that failure to supply full details, relevant documentation and sign this declaration can result in the application not proceeding.

I consent to the disclosure of information by other organisations as required by Roads and Maritime to verify any details I have given in this application. If my application is successful, I further consent at the discretion of Roads and Maritime, for the disclosure by the above organisations of any detail concerning my character or relating to my fitness to maintain a licence.

I understand that my 'personal information' is being collected for an Application for a Certifier's Licence. Personal Information including any image is collected and held by Roads and Maritime Services (Roads and Maritime), 20-44 Ennis Road, Milsons Point NSW 2061. I have a right to access or correct my 'personal information' in accordance with the provisions of the relevant privacy legislation. The information supplied may be disclosed in accordance with the exemptions provided in the *Privacy and Personal Information Protection Act 1998*.

I declare that the information I have given in this application is true and correct. I understand that if any information I have given is found to be false this application will be disregarded. I understand that Roads and Maritime will conduct checks of its records to confirm correctness of the information provided.

I understand that a VSCCS certifier's licence will not be issued if I cannot comply with the requirement to be suitably qualified and a fit and proper person to hold a licence.

I understand that a VSCCS certifier's licence may be issued unconditionally or subject to conditions including compliance with conditions of licence made from time to time.

I understand that if I intend to vary my licence conditions, there is a non-refundable fee to be paid.

Signature *(the individual must sign)*

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Date

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|-----|---|-------|---|------|
| | / | | / | |
| day | | month | | year |

9. Check list

Before you submit your application, please check the following:

Have you included a **current email address** in section 2? *(If we cannot contact you by email, we will not be able to process your application)*

Have you **signed and dated the declaration** in section 8?

10. Submitting your application for renewal, annual licence fee and Principal Arranged Insurance (PAI) (if applicable)

Visit the Roads and Maritime website for all fees

<http://www.rms.nsw.gov.au/business-industry/examiners/fees.html>

Note: Payments and form **must** be received prior to the expiry of your current licence

By email:

Please call the Roads and Maritime Contact Centre on 13 22 13 and advise the Contact Services Officer that you wish to make a payment(s) under a miscellaneous payment codes then record the receipt number(s) below.

Code - VSM RMS receipt number - VSM
Annual licence fee

If you are using **Roads and Maritime Principal Arranged Insurance** (Totalling \$2,800) then you will also need to pay the premium and advise the Contact Services Officer of following payment codes then record the receipt number(s) below. PAI is paid prior to your licence expiring, the PAI expiry date will remain the same as your licence expiry date.

Code - PAI RMS receipt number - PAI
Principal Arranged Insurance premium **and**

Code - PAO RMS receipt number - PAO
Principal Arranged Insurance premium

Scan and email your completed and signed application to vscs@rms.nsw.gov.au

By mail:

Send completed form and payment to:

VSCCS
PO Box 122
Glen Innes, NSW 2370

Note: cheques **must** be made payable to 'Roads and Maritime Services'