



VSCCS Request Removal of Modification Plate

- This form is for licensed certifiers seeking approval to remove a modification plate due to error and NOT for de-modification or altered modification.
- A licensed certifier should refer to their Procedures prior to submitting this request.
- Under no circumstances should a modification plate be removed from a vehicle unless approval has been given by Roads and Maritime Services.
- Allow 7 days for processing this request.

1. Current licence details (Mandatory)

Surname

Given names

VSCCS licence number

Daytime contact number

Mobile number

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

2. Details of vehicle and VSCCS compliance certificate

Certificate number

VIN/Chassis number

Modification plate serial number

3. Reason for request to remove a modification plate

I,

request modification plate serial number

to be removed and replaced with modification plate serial number

due to

4. I request to amend certificate number

by changing the modification plate serial number to

5. Certifier's declaration and privacy statement

(please read carefully before you sign)

Roads and Maritime Services (Roads and Maritime) is subject to the *Privacy and Personal Information Protection Act 1998*, the *Health Records and Information Privacy Act 2002* and the *Privacy Act 1988* (Cth) which requires the Agency to comply with the Information Privacy Principles. Roads and Maritime is committed to protecting your privacy. We will only use your information for the purpose for which you have provided it and for directly related purposes. Roads and Maritime will not disclose your personal information to third parties, unless you consent or in other circumstances where such disclosure is required or authorised by law.

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 to 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 a request to remove a modification plate. Personal Information including any image is collected and held by the Roads and Maritime Services (Roads and Maritime), 20-44 Ennis Road, Milsoms 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 will comply with VSCCS procedures and VSCCS Notice 04 in relation to storing this removed modification plate if the request to remove is approved.

I will update my record keeping to reflect the change of modification plate.

I accept that submission of this request does not guarantee the request will be approved.

I understand that failure to supply full details, relevant documentation and sign this declaration can result in the request not proceeding.

Signature (the licensed certifier must sign)

Date

Fax or scan and email the completed request to VSCCS.

OFFICE USE ONLY - VSCCS Comments

<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved (<i>details below</i>)
<hr/> <hr/>	
<input type="checkbox"/> VCC closed	<input type="checkbox"/> Advised Licensed Certifier
Name: (<i>print</i>)	Date day / month / year

Roads & Maritime Services

Vehicle Safety Compliance Certification Scheme (VSCCS)

PO Box 122, Glen Innes NSW 2370

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