

## Online Bus Operator Accreditation - Help guide

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### Before you start your application you will need

#### Documentation

- The following documentation must be scanned or converted into PDF format:
  - Two references of good repute
  - A financial viability statement
  - Local council approval, lease agreement and a utility bill if the property is leased
  - A certified copy of your Bus Operator Training certificate
  - A National Criminal History Record check dated no more than 3 months prior to the date of the application. If the document does not have a verification code it will need to be certified.

Note: Your criminal check must include all of your current names and also any previous names that you have been known by. If you are unable to arrange a National Criminal History Record Check you must provide 4 documents from the 3 mandatory categories. . [proof of identity for National Criminal History check webpage.](#)
  - A contract letter if you are applying for a Regular Passenger Service Accreditation
  - Proof of identification
  - Payment receipt if the application is paid by Credit card or receipt details if payment is made by Electronic Funds Transfer (EFT).

#### Payment

The non-refundable application fee is \$355.00.

Payment is accepted by:

- Debit or Credit Card – MasterCard or Visa only. Debit Card is taken to be cleared funds.
- Electronic Funds Transfer (EFT). If payment is made by EFT the application will not be able to be processed until the funds have cleared and are visible in our system.

#### Things to note

- You must have a valid email address to complete this application. If you do not have one, please create an email address before beginning the application.
- If you would like more information, please see our [Frequently Asked Questions.](#)