

## 1. User notes

### USE THIS FORM FOR

A government agency/local council to obtain the following information to enforce an offence or exercise a statutory investigative function:

- Name and address of vehicle/vessel owner
- Address of a TfNSW customer
- Licence or customer number

### INTERSTATE LIMITATIONS

† **Non-NSW Agencies:** non-NSW agencies must satisfy additional requirements in Section 7 below

### INSTRUCTIONS FOR COMPLETION

- All relevant fields must be completed
- Details must be typed
- Use a separate Form for each person/vehicle of interest

### DO NOT USE THIS FORM FOR

- Camera images (use [Form 5467](#))
- Parking Offences (use [Form 5376](#))
- Vehicle trip/location details from any camera (use [Form 5467](#))
- Licence photos (these are only accessible by subpoena, warrant or a Privacy Protocol under s.57 *Road Transport Act 2013*)
- Accident information for lawyers (use [Form 1046](#) for vehicles and [1757](#) for vessels)
- Individuals seeking access own information (use [Access to Personal Information Application](#) or make a [GIPA Access Application](#))
- Opal Card data (see [opal.com.au/en/footer/privacy](http://opal.com.au/en/footer/privacy))
- Protected Information under Part 13.4 of the *Heavy Vehicle National Law*

## 2. Offence details

This is required so that TfNSW can be satisfied that the request is made for a permitted purpose under the *Privacy and Personal Information Protection Act 1998 (NSW)* ("PPIP Act")

### Incident details


### Suspected offence (not relevant for Purpose B in Section 9 below)


### Your file/investigation reference no.

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## 3. Customer details

Provide as much information as possible to enable TfNSW to identify the correct customer, vehicle, trailer or vessel

### Surname

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### Given names

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### Last known address

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### Email

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### Date of birth

	/		/	
day		month		year

### Driver Licence/Customer no.

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### Phone no.

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### Vehicle Make/Model

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### Vehicle colour

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### Vehicle Rego no.

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### VIN or Chassis no.

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### Vessel Hull no. (HIN)

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### Vessel name

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### Other details


## 4. Information requested from TfNSW

- Vehicle/Trailer owner name/address
- Vehicle/Trailer ownership history
- Customer address
- Customer No. or Licence Number
- Vessel owner name/address
- Vessel ownership history
- Other (*specify*) excluding licence photos or camera images


## 5. Evidentiary certificate

Do you require an evidentiary certificate?  Yes  No  
(Only required if the TfNSW information will be tendered in Court. Note that for maritime information only the vessel registration details can be certified by TfNSW)

## 6. Search range

Insert relevant date or date range to be searched on

## 7. Non-NSW Agencies (Not Applicable for NSW Agencies)

Applicants that are non-NSW Agencies must satisfy one of the following additional conditions under ss19(2) or 23(7) of the PPIP Act (please tick as applicable):

<input type="checkbox"/> (i)	The applicant agency is subject to laws or legally binding rules which are similar to the privacy rules in the federal Privacy Act 1988 (Cwth) or NSW's PPIP Act (see s.19(2)(a) of the PPIP Act) <b>[NOTE: WA Agencies, WA Local Councils and SA Local Councils cannot tick this option as they are not legally bound by similar privacy laws]</b>
<input type="checkbox"/> (ii)	the applicant agency only seeks the information for the purpose in (A) in Section 9 below (see s.23(7) of PPIP Act) <b>[NOTE: you cannot select this option if you have ticked Purpose Declaration (B) or (C) or (D) in paragraph 8 below]</b>
<input type="checkbox"/> (iii)	the information is required to lessen or prevent a serious and imminent threat to life, health of safety of a person (see s.19(2)(f) of PPIP Act)

## 8. Applicant Agency details

†Agency name §

#Agency's Jurisdiction

NSW    VIC    WA    Cwth    QLD  
 TAS    NT    ACT    SA Local Council  
 SA State Govt Agency

Date of application

Date information required by

day / month / year

day / month / year

## 9. Declarations

I certify as follows to Transport for NSW:

• **Purpose** – the information sought is reasonably necessary for one or more of the following purposes:

<input type="checkbox"/> (A)	To investigate a suspected criminal offence, or to commence legal proceedings for an offence or to enforce an offence (s.23(5)(a) PPIP Act);
<input type="checkbox"/> (B)	to investigate a person who has been reported to the Police as a missing person (see s.23 (5)(b) PPIP Act) <b>[NOTE: information can only be released to assist with missing person investigations if the Applicant agency is an "Investigative Agency" as defined in s.3 of the PPIP Act]</b>
<input type="checkbox"/> (C)	to protect public revenue (eg recover unpaid taxes or charges or fines) (see s.23 (5)(d) PPIP Act)
<input type="checkbox"/> (D)	For an investigation by the applicant Agency which may result in it exercising a function to take disciplinary or criminal or other formal action eg cancelling a licence or accreditation or terminating employment. (see s.24 (4) PPIP Act)

• **Indemnity** – the Agency indemnifies Transport for NSW against liability in the event that this Declaration is false or incorrect

• **Authorisation** – I declare that I am authorised to make this application and I confirm the content of this application is true and correct

Your signature

Your name

Position/rank and badge/staff no.

Your manager's name and position

Station/unit

Contact number

Email address (must end in ".gov.au"):

## TfNSW USE ONLY

### Evidentiary Certificates:

s.257(2) *Road Transport Act 2013* allows certification of licensing or registration records

s.133(1) *Marine Safety Act 1998* allows certification of limited maritime records (eg vessel registration)

Refer to Delegations Manual for delegation to issue evidentiary certificate.

Application number:

Received date:

Date viewed by:

Application approved/rejected

Rejection reasons

Data released to applicant (date/method)

Applicant advised of rejection (date/method)

Evidentiary Certificate Issued (date/delegate)

## Where to send this application

### Vehicle/Trailer/Driver Licence Information

Customer Administration Unit, Enrolment Branch  
[customeradministrationunit@rms.nsw.gov.au](mailto:customeradministrationunit@rms.nsw.gov.au)

### Vessel Information

Maritime Investigations Branch  
[maritimecompliance@transport.nsw.gov.au](mailto:maritimecompliance@transport.nsw.gov.au)

### Subpoenas & Statutory Demands

Please send these to  
[subpoena@transport.nsw.gov.au](mailto:subpoena@transport.nsw.gov.au) and  
[statnotice@transport.nsw.gov.au](mailto:statnotice@transport.nsw.gov.au)