

This form must be filled in by staff who will:

1. Act as the representative in transacting business with Transport for NSW.
2. Check customer proof of identity (POI) on behalf of Transport for NSW. This applies only to participants with an Agreement.
3. Certify the roadworthiness of vehicles registered. This applies only to participants with an Agreement.

Authorised users must adhere to the following requirements:-

1. Only Proof of Identify (POI) documents listed on the Transport for NSW website, can be accepted for individuals and organisations.
2. Customers not already established on the Transport for NSW computer system, must attend a Service NSW Centre personally and present documents to prove their identity.
3. Vehicle registered under an agreement must meet the requirements of the *Road Transport Act 2013* and the Road Transport (*Vehicle Registration*) Regulation 2007 to be certified roadworthy.

If authorised users fail to meet their responsibilities, their authorisation to perform these functions will be revoked.

Authorised users are not required to produce identification documents when transacting business on behalf of the participant.

1. Participant details

Name

Address of Participant

Dealer Licence number (if applicable) State

2. Details of User

Type of authorisation required

Representative

Proof of Identity (POI)

Vehicle Certification

Name

Residential address

Driver licence number

3. Declaration of Eligibility of User

(to be completed by Participant Representative)

I declare that the user named is appropriately qualified and experienced to verify customer POI documents on behalf of Transport for NSW or certify vehicles in accordance with the requirements of an Agreement where one exists.

Participant Representative name

Participant Representative signature

Date

Day / Month / Year

4. Declaration

I declare that the details in this application are true and complete.

Signature of applicant

Date

Day / Month / Year

Signature of participant representative

Date

Day / Month / Year

Privacy statement

Your personal information is being collected to process your application to be an Authorised Services Officer in respect of the Dealer Online System and for the administration of the Dealer Online System. You are not required to provide your personal information but your application cannot be processed if you do not. Your personal information will be held by Transport for NSW and you may contact us to access and correct the information. We may disclose your personal information for the purposes of verifying the information and supporting documents you have provided to us but otherwise we will not disclose your personal information without your consent unless authorised by law.

Office Use Only

Proof of Identity record *(attach copy)*

Stand alone or primary proof

Document number

Secondary proof

Authorisation of Manager

Type of authorisation

Representative

Approved

Not approved

POI

Approved

Not approved

Certification

Approved

Not approved

Signature of Manager or delegate

Service Centre name

Date

Day	/	Month	/	Year
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