



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

Country of birth

Town of birth

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

roads-waterways.transport.nsw.gov.au

T 1300 791 186

E ais@transport.nsw.gov.au

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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

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 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 Transport for NSW 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)

Date

/
/

day
month
year

Personal Information Collection Notice

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law. Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at www.transport.nsw.gov.au/privacy-statement or phone 13 22 13 to request a copy.

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 our website for all fees
Note: Payments and form **must** be received prior to the expiry of your current licence

Payment can be made on the VSCCS IT System Fee payment option, and record the receipt number in the boxes provided. If you have any issues please call Service NSW on 13 22 13

Code - VSM TfNSW receipt number - VSM
Annual licence fee

If you are using **Transport for NSW 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 TfNSW receipt number - PAI
Principal Arranged Insurance premium **and**

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

Scan and email your completed and signed application to ais@transport.nsw.gov.au

By mail:

Send completed form to:

VSCCS
PO Box 122
Glen Innes, NSW 2370