

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 consent to the disclosure of information by other organisations as required by Transport for NSW to verify any details I have given in this application. If my application is successful, I further consent at the discretion of Transport for NSW, 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 an Application for a Certifier's Licence. Personal Information including any image is collected and held by Transport for NSW, 20-44 Ennis Road, Milsons 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 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)*

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Date

	/		/	
day		month		year

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 Roads and Maritime website for all fees

<http://www.rms.nsw.gov.au/business-industry/examiners/fees.html>

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 NSW Service Centre on 13 7788.

Code - VSM
Annual licence fee

TfNSW receipt number - VSM

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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
Principal Arranged
Insurance premium **and**

RMS receipt number - PAI

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Code - PAO
Principal Arranged Insurance
premium

RMS receipt number - PAO

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

By mail:

Send completed form to:

VSCCS
PO Box 122
Glen Innes, NSW 2370