



Application for an Authority to Drive Bus or Tourist Vehicle (Motorcycle or 4WD)

(Issued under the Passenger Transport Act 1990)

MINISTRY OF TRANSPORT

The Ministry of Transport collects and holds your personal information for the purpose of attesting that you are of good repute and in all other respects a fit and proper person to hold an authority, and have sufficient responsibility and aptitude, to drive a public passenger vehicle in accordance with law and custom. Information is obtained from Australian law enforcement agencies, the NSW Roads and Traffic Authority and the Commonwealth Department of Immigration and Citizenship in relation to offences committed, driving history and immigration status. A failure to provide all requested information may result in your application being refused.

If required, the Ministry of Transport may disclose personal information to the Australian Taxation Office, The Commonwealth Department of Immigration and Citizenship, the Office of Transport Safety Investigation (OTSI), the Independent Transport Safety and Reliability Regulator (ITSRR) and the Roads and Traffic Authority (RTA).

You have the right to access or correct your personal information in accordance with privacy legislation.

To be eligible for a driver authority you must:

- Be at least 20 years of age
- Hold a current unrestricted/unconditional driver licence issued in New South Wales, and have held an unrestricted driver licence issued in any Australian state or territory for at least 12 months of the previous 2 years.
- Be an Australian or New Zealand Citizen, permanent resident or hold a visa allowing you to work in Australia.

Part A - Personal Details – Please note, if your details change, you must notify the Ministry of Transport within 7 days.

1. Surname (Family Name)			2. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Office Use Only Customer Number: Authority Number: <i>Authority Type</i> <input type="checkbox"/> Bus <input type="checkbox"/> Motorcycle <input type="checkbox"/> 4WD <i>Driving History Check:</i> <input type="checkbox"/> Ok <input type="checkbox"/> Not OK <i>Criminal History Results Request Date:</i> First Results: <input type="checkbox"/> NSW <input type="checkbox"/> VIC <input type="checkbox"/> QLD <input type="checkbox"/> TAS <input type="checkbox"/> S.A <input type="checkbox"/> W.A <input type="checkbox"/> FED <input type="checkbox"/> N.T Revised Results: <input type="checkbox"/> NSW <input type="checkbox"/> VIC <input type="checkbox"/> QLD <input type="checkbox"/> TAS <input type="checkbox"/> S.A <input type="checkbox"/> W.A <input type="checkbox"/> FED <input type="checkbox"/> N.T <i>Action:</i> <input type="checkbox"/> Acceptable <input type="checkbox"/> Warning Letter <input type="checkbox"/> Show Cause <input type="checkbox"/> Refusal <i>Results of Show Cause</i> <input type="checkbox"/> Acceptable <input type="checkbox"/> Warning Letter <input type="checkbox"/> Refusal
3. Given Names			4. Place and Country of Birth		
5. Mailing Address			6. Date of Birth		
7. Residential Address (PO Boxes not accepted)			8. Daytime Phone Number		
9. Email Address			10. Mobile Phone Number		
11. Driver Licence Number	12. State Issued and Class	13. Expiry Date	14. Facsimile Number		
15. How long have you held your NSW Driver Licence for?		(years)	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Please provide 2 recent, identical, clear colour photographs 65mm x 65mm, of your head and neck on a pale background without hat or sunglasses. Polaroid, black backed and passport photographs are not acceptable.</p> <p style="font-weight: bold; font-size: 1.2em;">AFFIX PHOTO HERE</p> </div>		
15.a Have you ever held a driver licence issued by another state or territory?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes give details:			
16. Are you now or have you ever been known by another name?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes give details:			
17. Type of Authority you are applying for:					
<input type="checkbox"/> Bus <input type="checkbox"/> 4WD <input type="checkbox"/> Motorcycle <small>Note: A \$70 application fee applies for each type of authority you are applying for.</small>					
18. Do you have any adverse medical, physical or mental condition which may affect your driving?					
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes give details:					
Office Use Only					
Delegate Approval Signature			Date:		
Conditions					

PART B – YOUR HISTORY

19. Do you hold or have you ever held a NSW Public Passenger Driver Authority?

You must provide details of any NSW authority to drive a public passenger vehicle you have ever held, including any authority you have held in another name. If you have ever driven a public passenger vehicle in NSW after 1990, you would have been required to hold an authority to drive such a vehicle.

Yes No **If yes give details:**

In which name/s was authority held	Year issued	Authority number	Type of authority	Is the authority current

20. Have you ever had a NSW driver authority cancelled, suspended or disqualified? OR have you ever had an application for an authority to drive a public passenger vehicle refused?

You must provide details of all NSW driver authorities you have ever held which have been cancelled, suspended or varied. You must also provide details on any previous applications for a NSW public passenger vehicle driver authority which were refused or not successful.

Yes No **If yes give details:**

In which name was authority applied for	Year	Type of Authority	Reason for refusal, cancellation, suspension or variation

21. Have you ever had your driver licence suspended, cancelled or disqualified for any reason in NSW or elsewhere?

You must provide details if you have ever had your driver licence suspended, cancelled or disqualified for any reason. If your driver licence has been suspended, cancelled or disqualified for any reason regardless of whether you think the reason was appropriate you are required to provide details.

Yes No **If yes give details:**

In which name was driver licence held	Year	Reason for refusal, cancellation, suspension or disqualification

22. In the last five (5) years, have you been issued with a Traffic Infringement Notice (fine) or have you been before a court for any traffic offence/s OR is there any court action pending against you in relation to a traffic offence?

This includes all charges against you which are yet to go to court, are currently before the courts or have been finalised in which you have been found guilty whether a conviction was recorded or not. You must also provide details of any convictions recorded against you, including convictions recorded against you in another name. You must include all traffic offences (convictions) within the last 10 years no matter how minor you believe them to be.

Yes No **If yes give details:** *Please attach a separate sheet should you require additional space.*

Date	Details of offence	Court	Outcome

23. In the last ten (10) years have you ever been before a court in NSW or elsewhere for any reason where you have been found guilty or convicted for an offence OR are there any charges or court action pending against you for any other offence/s.

This includes all charges against you which are yet to go before the courts, are currently before the courts or have been finalised in which you have been found guilty and no conviction was recorded. You must also provide details of any convictions recorded against you including convictions recorded against you in another name. You must include all convictions within the last ten (10) years no matter how minor you believe the conviction or charge to be.

Yes No **If yes give details:** *Please attach a separate sheet should you require additional space.*

Date	Details of offence	Court	Outcome

24. Do you have any criminal convictions in NSW or elsewhere which occurred more than ten (10) years ago (more than three (3) years ago if committed as a juvenile) where you were imprisoned for more than 6 months or the conviction/s related to a sexual offence?

This question requires you to provide details of any convictions which occurred more than ten (10) years ago in which you were imprisoned for more than 6 months or where the conviction related to a sexual offence. You must provide details of any sexual offence you have been convicted of even if the sentence was less than 6 months or where no sentence was served.

Yes No **If yes give details:** *Please attach a separate sheet should you require additional space.*

Date	Details of offence	Court	Outcome

PART C – CITIZENSHIP AND VISA STATUS

25. Are you an Australian Citizen or Permanent Resident? <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	If yes, attach a certified copy of your Birth Certificate or Passport or Australian Citizenship Certificate.
26. Are you a New Zealand Citizen? <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	If yes, Attach a certified copy of your New Zealand Passport or New Zealand Citizenship Certificate.
27. If you are not an Australian or New Zealand Citizen, do you hold the appropriate visa to lawfully seek employment in Australia? <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	If yes, attach a certified copy of your passport and valid visa.

Note: All copies must be certified by a Justice of the Peace (JP) stating that they are true copies of the original. See 'Proof of Identity' below for further details.

Proof of Identity – To obtain a New South Wales driver authority you must prove your identity. The Ministry of Transport uses the 100 point identity check system. All documents must be endorsed as true copies of the originals by a person able to certify such documentations or the originals must be sighted by Ministry of Transport staff. (Refer to the 'Proving your Identity to the Ministry of Transport' information sheet on the Ministry's website for details; www.transport.nsw.gov.au. Please note when providing your identification documentation you must provide at least one (1) document with a value of 70 points (primary documents), and at least one (1) secondary document.

APPLICANT DECLARATION

I hereby declare that questions 1 to 27 inclusive on this form and the medical assessment form (if submitted) have been read by me and understood. The answers given to the questions in this application and the health assessment form are, to the best of my knowledge, true, correct and accurate in every detail. I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence/s. I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.

I am aware that any person who attempts to obtain a driver authority by false statement, misrepresentation or omission of details likely to affect such application, shall be guilty of an offence and shall be liable to a penalty of up to \$2,200 and any authority issued may be cancelled.

I will comply with the Passenger Transport Act 1990, associated regulation and conditions relevant to a driver authority and understand that failure to do so may result in my authority being suspended, cancelled or varied.

AUTHORITY FOR COLLECTION AND DISCLOSURE OF INFORMATION

I consent to the disclosure by the Ministry of Transport of personal information in order to verify any detail I have given in this application, including:

1. A check and release of the details of any convictions, proven offences or charges recorded against my name and kept by any Australian state or territory law enforcement agency or by a country of previous residence.
2. A check and release of information relating to the issue of my driver licence and driving history from any Australian state or territory licensing agency or by a country of previous residence.
3. Any other information relevant to the protection of public revenue or locating the person to whom the information relates.

The Ministry of Transport is authorised to obtain details of any court related matter/s, whether finalised or pending, which may be deemed by the Ministry to be relevant to either this application, the currency of any authority issued or for the suspension, cancellation, variation of or for the review, replacement or renewal of my authority.

I understand that the purpose for such checks is to assist the Director General to be satisfied that I am able to meet the criteria to be granted an authority as set out in the Passenger Transport Regulation 2007.

Name	Signature	Date
------	-----------	------



MINISTRY OF TRANSPORT

Parramatta Office
Licensing and Accreditation
 Locked Bag 5310
 Parramatta NSW 2124
 Level 4, 16-18 Wentworth St
 Parramatta NSW 2150

Telephone: 02 9689 8888
 Facsimile : 02 9689 8813
 Toll free: 1800 227 774



MINISTRY OF TRANSPORT

Newcastle Office
Northern Region
 PO Box 871
 Newcastle NSW 2300
 239 King Street
 Newcastle NSW 2300

Telephone: 02 4929 7006
 Facsimile: 02 4929 6288
 Toll free: 1800 049 983



MINISTRY OF TRANSPORT

Wollongong Office
Southern Region
 PO Box 5215
 Wollongong NSW 2500
 Level 6, 221-229 Crown Street
 Wollongong NSW 2500

Telephone: 02 4224 3333
 Facsimile : 02 4226 4117
 Toll free: 1800 049 961



REQUIREMENT FOR WITNESS

Applicants who reside in the country and apply to drive a public passenger vehicle in the country, are required to have a witness (not related) certify the back of their two (2) photographs. The witness must have witnessed the applicant sign the Applicant Declaration in the application form, and sighted proof of identity documentation.

WITNESS DECLARATION

To be completed by a person who has known you for at least 12 months and holds a current unrestricted driver licence issued in an Australian state or territory.

I certify that the applicant, whose name and signature appears on this application, has signed the application in my presence and to the best of my knowledge, the personal details in this application are correct and all document copies are authentic. I declare that the two (2) photographs supplied with this form are recent and a true likeness of the applicant. I have endorsed one photo on the reverse to this effect, i.e 'I hereby certify that this is a true likeness of (applicants name)' with my name and signature, which appear below.

I understand my 'personal information' is being collected for verification of the applicant's signature. My witnessing of the applicants signature is voluntary. My Personal information held by the Ministry of Transport may be disclosed inside and outside NSW only to verify the contents of this application.

Name of Witness	Telephone Number	Driver Licence number	State Issued
Address of Witness		Signature of Witness	Date

APPLICANT CHECKLIST - To obtain a NSW driver authority you will need to have completed or provided the following:

- Application form (with all questions answered);
- Medical Assessment Form (completed by you and your medical practitioner);
- Two (2) photographs that meet the Ministry's specifications (one photograph must be signed by the witness);
- Provided proof of Identity – see part C;
- A certified copy of your NSW driver licence;
- A certificate stating you have successfully completed the required training course (bus only);
- Applicant and Witness Declaration signed (if required);
- A non-refundable application fee (\$70) for consideration and processing of the application. All cheques and money orders should be made payable to the Ministry of Transport. You can pay the application fee via your credit card by filling in your credit card details below:

Credit Card Number	<input type="text"/>	Expiry Date	<input type="text"/>
--------------------	----------------------	-------------	----------------------

Office Use Only		<input type="checkbox"/> Bus	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> 4WD
Proof of Identity (primary documents)	Points	Proof of Identity (secondary documents)	Points	
Proof of Identity (secondary documents)	Points	Proof of Identity (secondary documents)	Points	
Eligibility Check	Min 20 Years of Age <input type="checkbox"/> Ok <input type="checkbox"/> Not ok	Current NSW driver licence <input type="checkbox"/> Ok <input type="checkbox"/> Not ok		
	Training Completed <input type="checkbox"/> Ok <input type="checkbox"/> Not ok	Birth Certificate, Passport or Visa <input type="checkbox"/> Ok <input type="checkbox"/> Not ok		
	Health Assessment <input type="checkbox"/> Ok <input type="checkbox"/> Not ok	Immigration Check <input type="checkbox"/> Ok <input type="checkbox"/> Not ok		
	Specialist report required <input type="checkbox"/> Yes <input type="checkbox"/> No	Specialist Report <input type="checkbox"/> Ok <input type="checkbox"/> Not ok		
Mutual Recognition	Application Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by Delegate:	Receipt Number:	
	Documentation Provided <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:	
	Date History Requested:		Fee Paid:	
	History <input type="checkbox"/> Ok <input type="checkbox"/> Not ok	Date:		
Date	Action Officer	Date Authority Issued		





MINISTRY OF TRANSPORT

NATIONAL CRIMINAL HISTORY RECORD CHECK

APPLICATION FORM

STAFF-IN-CONFIDENCE (when completed)

THIS FORM MUST BE COMPLETED AND PROVIDED WITH YOUR APPLICATION

PERSONAL INFORMATION

NAMES BY WHICH I AM, OR EVER HAVE BEEN, KNOWN

(including changes by Deed Poll and maiden names)

1. _____

Surname

Given Names

2. _____

Surname

Given Names

SEX: M F
(Please Circle)

DATE OF BIRTH: ____ / ____ / ____
Day Month Year

PLACE OF BIRTH: _____ PHONE NUMBER: _____

DRIVER'S LICENCE NUMBER: _____ STATE/TERRITORY: _____

PASSPORT NUMBER (if applicable): _____ PASSPORT COUNTRY: _____

Permanent Residential Address over Last Five Years

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. <i>Attach list if insufficient room.</i>	If actual dates are unavailable, Details of year of residence will suffice
Current	Period of residence / / to / /
	/ / to / /
	/ / to / /
	/ / to / /



NATIONAL CRIMINAL HISTORY RECORD CHECK TO
OBTAIN PERSONAL INFORMATION CONSENT FORM (NO EXCLUSION)
STAFF-IN-CONFIDENCE (when completed)

(BLOCK LETTERS)

I, _____ hereby:

Family Name (Current)

Given Names (Current)

1. acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered is in a category for which NO exclusion has been granted from the application of the Spent Convictions legislation;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. consent to the Ministry of Transport disclosing personal information about me from this Form to theCrimTrac Agency and the Australian police services;
5. consent to:
 - (i) the CrimTrac Agency disclosing personal information about me to the Australian police services;
 - (ii) the Australian police services disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned; and
 - (iii) the CrimTrac Agency providing the information disclosed by the Australian police services to the Ministry of Transport in accordance with the laws of the Commonwealth;
6. acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by the Ministry of Transport in assessing my suitability for public passenger vehicle operator accreditation and/or driver authorisation for which I am applying.

Name: _____

Signature _____

Date ____/____/____

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the Ministry of Transport on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.



NATIONAL CRIMINAL HISTORY RECORD CHECK GENERAL INFORMATION

General Information

This Form is used by the Ministry of Transport as part of the assessment process to determine whether a person is suitable for public passenger vehicle operator accreditation and/or driver authorisation.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability.

Criminal History Record Checks

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to the Ministry of Transport; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to the Ministry of Transport .

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions, and therefore need to be disclosed in the attached form.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.
Ministry of Transport – Application for Driver Authorisation (Bus and Tourist Vehicles)

These include:

- where a prison sentence of more than six (6) months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the regulations.

For more information on spent convictions in NSW contact NSW Privacy on phone (02) 9268 5588

Other Australian Police Services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as “spent” or “rehabilitated” convictions) will not be released unless the records check is for the applicant’s personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

It is an offence under s54 of the Passenger Transport Act 1990 to make a false or misleading statement to obtain or attempt to obtain any authority or accreditation. The maximum penalty for this offence is \$2200 and may result in your application being refused.