

# Photo-kit for a NSW Licensee Temporarily Interstate

## Instructional Notes and Credit Card Authority

**Please note:**

- Only **ONE** licence renewal is permitted while temporarily residing outside of NSW, that is, consecutive renewals while interstate are not allowed.
- You may use this Photo-kit to replace your licence.
- Customers issued a Temporary Overseas Visitor (TOV) licence with a 'Q' condition can renew via photo kit application. If the customer obtains permanent residency status after the TOV licence was issued and would like the 'Q' conditioned removed, the customer must attend a service centre or registry and provide acceptable evidence of permanent residency status in Australia.
- **Please complete this Photo-kit in full and include payment. Transport for NSW will not issue a licence unless you meet all of the necessary requirements on this form.**

**Proof of Identity**

Include with this Photo-kit your current NSW driver licence or one that has expired within the last two years. It must show a photograph with a similar likeness to you. If you are unable to send your NSW licence, you must have your application and proof of identity document(s) witnessed and certified. If the proof of identity document(s) are in an old name because of a name change, you must also provide a change of name document that has been witnessed and certified. Please see Section C (page 4) regarding witness certifications. The witness on page 4 may charge a witnessing fee to endorse the kit and photograph. This is not a part of the licensing fee.

**Licence Fees**

For current licence fees and concessions, go to [nsw.gov.au](http://nsw.gov.au) or for further information please call the Service NSW Photo Kit Unit on **02 8894 1599**.

You must pay the licence fee by money order, cheque or bank draft payable to Transport for NSW, or complete the credit card authority at the bottom of this page.

**DO NOT SEND CASH.**

If you are entitled to a pensioner concession, a photocopy of your proof of the concession (eg a Pensioner Concession Card) is required and must be validated online. The name on your proof of concession must be identical to the name on the licence and must have a NSW address.

**Photograph**

Include with this Photo-kit a recent, colour passport size photograph of good quality. See 'Photo Requirements' for detailed photo instructions. **Failure to comply with photograph requirements will result in your application being returned.**

**Photograph Requirements**

Your photograph must meet the following requirements. **Failure to comply with photograph requirements will result in your Photo-kit being returned.**

- A colour photograph taken no more than six months before lodgement of this Photo-kit, 45mm in height and 35mm in width.
- Plain, light coloured background with no patterns or objects visible.
- **Eye glasses must be removed** (regardless of whether glasses are required for driving).
- Hats or caps must be removed.
- Headwear worn for religious purposes is acceptable, but all of your facial features must be visible, from the bottom of your chin to the top of your forehead, and both edges of your face.
- Look directly at the camera with a neutral expression and mouth closed. Your head must be straight (not tilted) and upright.
- Eyes open and clearly visible, and without hair obscuring any part of your eyes. Both edges of your face must be clearly visible.
- No smiling.
- The photo must show your head and the top of your shoulders. Your face must be centred, clear and in sharp focus with no shadows across your face or behind your head, no reflections on the face and no red eye.
- The photo must show you alone, with no other person or object visible.
- Paper surface must be 'semi gloss' photographic paper.



sample photograph

**Lodging this Photo-kit**

Lodgement is by post only. Mail your Photo-kit and payment to the address listed in the contact details below.

**Please allow 6 to 8 weeks for processing and for the driver licence to be mailed out.**

We no longer record organ donation details. For more information visit [donatelife.gov.au](http://donatelife.gov.au)

**Please return this form to:**

Photo Kit Unit, Service NSW  
51-55 Currajong St, Parkes NSW 2870  
PO Box 21, Parkes NSW 2870, AUSTRALIA  
[nsw.gov.au](http://nsw.gov.au) | T 02 8894 1599 | E [photokitunit@service.nsw.gov.au](mailto:photokitunit@service.nsw.gov.au)

**Credit Card Authority**

Tick the appropriate box

- AMERICAN EXPRESS
- DINERS CLUB
- MASTERCARD
- VISA

Card number

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Card holder's name

Signature of card holder

Valid until

 / 

Amount

 \$

Date

 / 
  / 
   
 Day                      Month                      Year

This Photo-kit should be used by NSW licence holders (who are temporarily interstate) to apply for the renewal or replacement of a NSW photo licence. **Refer to page 1 for all instructional notes.**

**Section A - Customer details**

Driver licence number

Date of birth

Day	/	Month	/	Year
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Surname

Given name(s)

NSW residential address (must be supplied)

Postcode

Return address (the new licence will be posted to this address, use block letters)

Postcode

Mobile number (if you would like to receive communications)

Contact E-mail address (preferred)

**or** Full name of an Australian relative or friend

Australian contact phone number of the relative or friend

Anticipated date of return to NSW

Day	/	Month	/	Year
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**Section B - Application for renewal or replacement**

To renew or replace your licence you need to answer these questions and complete the declaration. If you answer yes to questions 7 to 15 you may be required to supply a doctor's certificate.

A five year licence is not available to all licensees. **Only unrestricted licences can be renewed for 5 years.**

**1. Renewal period**

1 yr  3 yrs  5 yrs  ► **go to 4**

Provisional licence holders can renew for:

P1 (18 months)  P2 (30 months)

**2. I would like to apply for a replacement licence**

Yes  ► **go to 3**

**3. What is the reason for your application for a replacement licence?**

Lost

Stolen

Not received

Other  ► Give details

  

**4. Have you ever held another NSW licence to drive or ride or a NSW Photo Card /Proof of Age Card in the above name or in another name where the licence number or customer number is different?**

No

Yes  ► Give details

Previous licence/Customer no.

Class of licence

Expiry date

Other name

*continued page 3*



5. Since last obtaining your licence, have you been disqualified, cancelled, suspended or is there a charge pending against you for a driving or riding offence?

No

Yes  Give details


6. Do you have Diabetes that is controlled by insulin?

No

Yes  Give details


7. Do you have Diabetes that is controlled by oral medication?

No

Yes  Give details


8. Do you have Epilepsy?

No

Yes  Give details


9. Have you had attacks of giddiness, blackouts, fainting or other sudden periods of unconsciousness that you have not previously declared to Transport for NSW?

No

Yes  Give details


10. Do you have any medical, physical or mental disabilities which may affect your driving?

No

Yes  Give details


11. Do you regularly use drugs (such as stimulants or drugs of addiction) other than prescription medication, which may affect your driving?

No

Yes  Give details


12. Do you need to wear glasses or contact lenses when driving?

No

Yes  Give details


13. Do you have any eye or vision condition (other than monocular vision) that may affect your driving? For example, double vision, visual field defects, poor night vision.

No

Yes  Give details


14. Do you have monocular vision?

No

Yes  Give details


15. Was your last licence renewal done via photo-kit?

No

Yes  Give details


16. Licensee specimen signature

**YOU MUST SIGN THIS BOX - USE BLACK INK ONLY**

**Specimen Signature of Licensee**

You must sign in the signature specimen box in the presence of the witness indicated on page 4.

The specimen signature needs to be clear, bold and in BLACK ink.

If the signature cannot be used, the application will not be processed and you will be required to send a new one.

**Keep your signature inside the white box**

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### 17. Declaration

I declare that the information provided by me in this application is true and correct.

Signature

Date

Day	/	Month	/	Year
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**Warning:** it is an offence under the *Crimes Act 1900* to provide false or misleading information to Transport for NSW

#### 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 [transport.nsw.gov.au/privacy-statement](http://transport.nsw.gov.au/privacy-statement) or phone **13 22 13** to request a copy.

#### Office Use ONLY

Stand-alone or primary proof

Document number

Secondary proof

Secondary proof date of issue or E/D

POI verified by (name of CSR)

Staff number

Photo comparison Matched

Mismatched

### Section C - Proof of identity (POI)

You **must** have a witness complete this section if,

- you **cannot** return your current NSW driver licence or one that expired within the last two years, **or**
- your proof of identity documents are in different names due to a name change

**Note:** if you have changed your name, you must return your current NSW driver licence and include with this Photo-kit a photocopy of the original change of name document, certified by the witness.

**YOUR LICENCE WILL BE ISSUED IN THE NAME THAT IS CURRENTLY RECORDED IN OUR SYSTEM**

**Please ensure you have signed Questions 16 and 17 before proceeding**

#### QUALIFICATIONS OF WITNESS

The witness must be one of the following:

Australian lawyer holding a current practicing certificate; Clerk of the local Court; Member of Parliament; Legally qualified Medical Practitioner; Councillor of any municipality; Postal Manager; Manager or Accountant of any bank or building society; Justice of the Peace; Public Servant of at least five years permanent service; Minister of Religion, School Teacher; Member of the police force.

#### INSTRUCTIONS TO WITNESS

You must sight the original documents, photocopies are not acceptable. Then you must **certify a photocopy** of these original documents for inclusion with this application form.

Please  tick the appropriate boxes below to show which documents you have sighted.

- Sight, photocopy and certify the current NSW driver licence or one that expired within the last two years **OR**
- Sight, photocopy and certify two other documents, one from List 1 and one from List 2 on page 5. The name must be the same on both documents.
- If there has been a change of name you must also sight an original document from the change of name document list on page 5 **and then certify a photocopy of the original change of name document.**
- Ask the applicant to sign in the 'Specimen Signature of Licensee' section on Page 3 **using black ink only.**
- Complete the witness declaration on this page (including official stamp if available).

#### DECLARATION BY WITNESS

I have sighted the supporting document/s as marked.

I have witnessed the applicant sign the declaration at item 17 above and sign the specimen signature section on page 3.

I am convinced of their identity.

Applicant's name

Name of witness (print clearly)

Signature of witness

Qualification of witness

Witness telephone number

Official stamp of witness (if available)

Witness email address

Date

Day	/	Month	/	Year
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**Proof of Identity documents**

(original documents **MUST** be sighted, copied and certified)

- Current NSW driver licence or one that expired within the last two years**

**List 1**

- An Australian full birth certificate showing parental details, issued by an Australian Registry of Births, Deaths and Marriages
- An overseas birth certificate showing parental details provided a passport or an official Australian travel document is also shown.
- A current Australian passport or one that expired within the last two years.
- The following travel documents issued by the Department of Foreign Affairs and Trade:
  - a current Certificate of Identity
  - a current Document of Identity
  - a current Titre de Voyage
- A current overseas passport
- An Australian naturalisation or citizenship document issued by the Department of Home Affairs:
- The following documents issued by the Department of Home Affairs:
  - a Visa Evidence Card
  - a Document for Travel to Australia (up to 5 years from the date of issue on the accompanying visa)
  - Evidence of Immigration Status (EIS) ImmiCard (current or expired)
  - Permanent Residence Evidence (PRE) ImmiCard
  - Residence determination (RDI) ImmiCard
- A Transport for NSW issued NSW photo driver licence or NSW Photo Card that has been expired more than 2 years but less than 5 years. The licence must display a card number and not have been revoked or be reported as lost, stolen or destroyed.
- A current driver photo identity card for the NSW Police Force, excluding civilian staff or family.
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade..

**Provide a document/card number for the list 1 item ticked above**

**List 2**

- A current Medicare card, Pensioner Concession Card, Department of Veterans' Affairs entitlement card or any other current entitlement card issued by the Commonwealth Government.
- A current plastic credit card or account card issued by a bank, building society, credit union, American Express or Diners Club International, showing your name (family name and first given name in full) and signature.
- A passbook or account statement up to one year old, issued by a bank, building society, credit union, American Express or Diners Club International. An account statement must show your name, residential or mailing address and account number, as well as the financial institution's letterhead or stamp.
- A telephone, gas or electricity bill up to one year old.
- A water rates, council rates or land valuation notice up to one year old.
- A current student identity card, displaying the student's photograph, issued by an Australian secondary school, TAFE or university. Where a student identity card has an issue date, but no expiry date, it may be accepted up to two years from the date of issue.
- Evidence of enrolment at an Australian secondary school, TAFE or university up to one year old showing the student's name and address and on the institution's letterhead.
- A current Mobility Parking Scheme (MPS) permit, with or without a photo
- A current photo Firearm, Security Industry or Commercial Agents and Private Inquiry Agents operator licence.
- A current interstate Proof of Age/Evidence of Age/Personal Information Card.
- A Keypass issued by Australia Post with an expiry date on or after 1 October 2020 (whether under 18 or 18+)
- A current photo identity card for the Australian Defence Force, excluding civilian staff or family.

**Change of name documents**

(original documents **MUST** be sighted, copied and certified)

- a marriage certificate (issued by the BDM if married in NSW)
- a divorce document bearing the name being reverted to
- a full birth certificate showing the name at birth and the new name
- a deed poll registered with the relevant authority
- a change of name certificate issued by the BDM
- a completed instrument evidencing Change of Name form that has been registered in the Land Titles Office.

**BDM commemorative certificates are not acceptable for proof of identity purposes.**