

# Licence Application

(You must live in NSW to be issued with a NSW Licence)



Transport  
Roads & Maritime  
Services

- **Learner Licence**
- **Driver Licence** - Car, tractor, implement, light rigid vehicle and medium rigid vehicle.
- **National Heavy Vehicle Driver Licence** - Vehicles with 3 or more axles and more than 8 tonnes gross vehicle mass.
- **Motorcycle Rider Licence**

Office Use  
Customer number

Attachments

## Proof of Identity (To be produced each time you attend a motor registry)

To get a New South Wales licence you must prove your identity. You can use your current Roads and Maritime Services (RMS) issued NSW photo driver licence or NSW Photo Card or one which expired within the last two years. If you do not have this you must use one document from each of the lists below. **Your name should be the same on both documents.** A copy of the brochure 'How to prove who you are' is available from your nearest motor registry.

**NOTE:** All documents from **list 1 and 2** must be originals (photocopies are not acceptable) and at least one of them must show your signature. If you do not have a document showing your signature you must complete question 20 on this form. Your photo will be stored on the RMS database.

### List 1

An Australian full birth certificate showing parental details, or a current photo birth card issued by the NSW Registry of Births, Deaths and Marriages. Note: Commemorative certificates are not acceptable (except 1987 and 1988 NSW Historic Birth Certificates).

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 (must be accompanied by a visa)

A current overseas passport.

An Australian naturalisation or citizenship document issued by the Department of Immigration and Citizenship.

The following documents issued by the Department of Immigration and Citizenship:

- a Visa Evidence Card (must be accompanied by a current visa)
- a Document for Travel to Australia (up to 5 years from the date of issue on the accompanying visa)
- a Certificate of Evidence of Residence Status

An RMS-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 lost, stolen or destroyed.

A current photo driver licence from another Australian State or Territory or one that expired within the last two years. If your interstate licence shows your middle name(s) as initial(s), you will require another supporting List 1 or List 2 document showing your full name.

A current RMS-issued NSW photo Firearm, Security Industry or Commercial Agents and Private Inquiry Agents operator licence.

A current photo identity card for the NSW Police Force or the Australian Defence Force, excluding civilian staff or family.

A current consular photo identity card issued by the Department of Foreign Affairs and Trade.

### 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 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 (landline only), 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 plastic 'licence-style' Mobility Parking Scheme (MPS) permit with or without a photo.

**Proof of Residential Address** If none of your proof of identity documents shows your current address, you must produce one of the following documents showing your current address: a current certificate of registration issued by RMS; a licence or registration renewal notice for the coming period issued by RMS; a contract of sale, lease arrangement or rental receipt for your place of residence up to two years old.

**Reference Statement** If you cannot provide proof of your residential address you must provide a reference statement at question 19 on this form.

**Change of Name** If you have changed your name, you need to provide one of the following documents: marriage certificate (for NSW marriage certificates RMS will only accept those issued by the RBDM); divorce document bearing the name reverted to; deed poll registered with the relevant authority; change of name certificate issued by the RBDM; full birth certificate showing the name at birth and the new name; or a completed Instrument Evidencing Change of Name form which has been registered in the Land Titles Office. Your identity and change of name documents should show a clear link between your names. All documents must be originals.

**Translations** If a document is not in English it must be accompanied by an official translation by either the Community Relations Commission of NSW (formerly Ethnic Affairs Commission) or the Department of Immigration and Citizenship.

**International Drivers** If you are a visiting overseas driver and you want to obtain a NSW licence for the first time, you may not be eligible to apply within the first six months of your visit. If you want the tenure on your overseas licence recognised you must declare it and you may be required to provide further documentary evidence. Licences issued to temporary overseas visitors will be marked with a 'Q' to denote that 'Evidence of permanent resident status not provided to RMS' and will only be valid for 12 months. For more information see the RMS website at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) or the brochure 'Guide for International Drivers'.

Permanent Australian residency must be supported by acceptable documentary evidence or verified online by RMS with the Department of Immigration and Citizenship. For a full list of acceptable proof of Australian residency documents, see the RMS website.

**Free Licences** If you hold a current NSW Pensioner Concession Card (PCC), a Centrelink Confirmation of Concession Card Entitlement form stamped PCC, or a Department of Veterans' Affairs (DVA) Gold Card endorsed 'TPI' or 'EDA' or 'War Widow' or 'War Widower', or a DVA letter or statement certifying a disability pension of 70% or more, an Intermediate pension, or an assessment at 50 or more impairment points, you may be eligible for a free licence. A current interstate licence may be transferred to a NSW licence free of charge.

**Eyesight, Knowledge, Driving and other Tests, Medical and Learner Driver Log Book requirements** You may be required to undergo an eyesight test, knowledge test and in some cases a medical examination. You may also need to do a driving test or undertake heavy vehicle competency based assessment. Some applicants may be required to pass a Hazard Perception Test and/or a Driver Qualification Test. Rider training or a riding skills test may be needed if you apply for a motorcycle licence. A Learner Driver Log Book may also be issued when you obtain a learner driver licence.

**Enquiries** If you have any enquiries about applying for a licence, visit our website at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au), call RMS Contact Centre on 13 22 13 or contact your nearest motor registry. NRS 1300 555 727 or [relayservice.com.au](mailto:relayservice.com.au) (for the hearing impaired).

**Please note** If you hold a Mobility Parking Scheme permit you may have to supply a medical report before your licence is issued or renewed. This will not be necessary if your licence is already subject to medical review by RMS.

**1. Personal details**

Surname

Given names

Date of birth

 /  /   
 Day Month Year
Sex: male ☐ female ☐

Residential address (must be in NSW)

  
 Postcode

Mailing address - if different from residential address

  
 Postcode

Please provide your email address if you would like to register for an online service account, go to **myRTA.com** for more information.

Email address

Pensioner / Interstate - eligible for a free licence or transfer?

No ☐Yes ☐ (Pensioner status must be validated online)

To be completed if obtaining a National Heavy Vehicle Driver Licence Class HR, HC or MC.

Eye colour

Height (cm)

**2. Are you an Australian citizen or a permanent resident of Australia?**No ☐ What is your last date of entry in Australia
 /  /   
 Day Month Year

 Yes ☐ Evidence required. (RMS may verify permanent residency status online with the Department of Immigration and Citizenship. For more information see the RMS website).
**3. Are you an Aboriginal person or Torres Strait Islander?**

This question is optional. Do not tick either box if you do not wish to answer it.

Answering this question is voluntary. RMS may use this information to develop driver licensing and vehicle registration services for indigenous people. RMS will not disclose this information without your consent unless authorised by law.

No ☐Yes ☐**4. Do you hold or have you ever held a licence to drive or ride or a NSW Photo Card/Proof of Age Card in NSW in the above name or in another name?**No ☐Yes ☐ Give details

Licence/Customer number

Class of licence

Expiry date

 /  /   
 Day Month Year

Other name

**5. Have you ever been disqualified, prohibited or refused from driving a motor vehicle or riding a motorcycle in NSW or elsewhere?**No ☐ Give detailsYes ☐ **6. Do you have a disqualification, cancellation, suspension or pending charge against you in NSW or elsewhere or is your licence subject to an appeal for driving or riding offences?**No ☐ Give detailsYes ☐ **7. Do you hold, or have you ever held, a licence or proof of such a licence, issued by another State, Territory or Country?**No ☐
 Yes ☐ Give details and bring the most recent licence, or documentary proof with you.

If it was issued by an Australian State or Territory it must be surrendered. The issuing authority will be advised and the licence destroyed.

If information needs to be verified, checks may take a number of days.

**Note:**

- if you have held your driver licence for less than 3 years you will receive a NSW provisional P1 or P2 licence.
- if you have held your motorcycle rider licence for less than 12 months you will receive a NSW provisional P1 licence.
- you may be issued with a NSW provisional licence if your full first issue date is not displayed on your licence or documentary proof.
- you may be issued with a NSW learner licence if your overseas licence cannot be validated.

State, Territory or Country

Licence number

First issue date

 /  /   
 Day Month Year

For vehicle types

Expiry date

 /  /   
 Day Month Year

If you have held any other licence not already declared please indicate the issuing State, Territory or Country.

You may be required to show documentary evidence of this licence.

**8. What class of licence are you applying for?**C ☐ CarLR ☐ Light rigidHR ☐ Heavy rigidR ☐ Motor cycleMR ☐ Medium rigidHC ☐ Heavy combinationMC ☐ Multi combination (B-double or road train)

Please note: If you answer Yes to any question from 9(a) and (b) to 14 you may be required to provide a completed RMS medical form. Contact 13 22 13 to obtain a medical form.

**9. Do you have Diabetes?**No ☐Yes ☐ Controlled by:(a) Insulin ☐(b) Oral medication (eg tablets) ☐(c) Diet (medical not required) ☐**10. Have you ever had any type of Epilepsy?**No ☐Yes ☐**11. Have you ever had attacks of giddiness, blackouts, fainting or other sudden periods of unconsciousness?**No ☐Yes ☐**12. Do you have any medical or mental disabilities which may affect your driving?**No ☐Yes ☐ What are they?
**13. Do you have a physical disability that may affect your driving?**No ☐Yes ☐ What is it?
**14. Do you regularly use drugs (such as stimulants or drugs of addiction) other than prescription medication, which may affect your driving?**No ☐Yes ☐ What are they?

15. Will you be wearing glasses or contact lenses when driving or doing the eyesight test?

No ☐

Yes ☐ contact lenses ☐ glasses ☐

16. Do you have an eye or vision condition that may affect your driving? eg double vision, visual defects, poor night vision.

No ☐ Now go to 18

Yes ☐ Now go to 17

17. Does wearing prescription glasses or contact lenses correct or control this condition?

No ☐ Provide an eyesight report from an optometrist or doctor.

Yes ☐

18. Privacy Statement and Declaration

**Please read carefully before you sign.  
If you do not tell the truth you can be fined.  
Any licence you hold could be cancelled.**

RMS is collecting your personal information for your application for a driver licence and may retain and use it for driver licensing, motor vehicle and road transport or safety purposes.

RMS is entitled to obtain your personal and health information under the *Road Transport (Driver Licensing) Act 1998* and may refuse your application if you do not provide it.

RMS may disclose your personal information to other driver licensing and vehicle registration agencies; to assess your application or verify the information you provide and for inquiries about motor accidents.

Additionally, where you provide personal information concerning the registration of a vehicle we may disclose that; to confirm any compulsory insurance is current; to anyone proposing to acquire an interest in your vehicle; in respect of inquiries relating to stolen or abandoned vehicles and to any joint registered operator of your vehicle.

RMS may disclose your health information to assess your application or to verify it. Otherwise RMS will not disclose your personal or health information without your consent unless authorised by law.

Your personal and health information will be held by RMS at 101 Miller Street, North Sydney NSW 2060 and you can contact RMS to request to access or correct it.

You declare that the information on this form is true and complete.

Under the *Road Transport (Driver Licensing) Act 1998* it is an offence for anyone to attempt to obtain or renew a driver licence by false statement or dishonest means.

Signature

Date

19. Reference

*Required when you cannot provide proof of residential address.*

*To be completed by a person who has known you for at least 12 months and holds a current NSW unrestricted licence. RMS may contact the referee to verify information in this application.*

Referee's full name (Please print)

Referee's licence number

Referee's daytime contact telephone number

**Please note: If you do not tell the truth in your reference statement, both you and the applicant can be fined.**

I declare that I have known the applicant for at least 12 months and, that to the best of my knowledge, the personal details given in Question 1 are correct.

I understand that my personal information is being collected for verification of the applicant's personal details. It will be held by RMS at 101 Miller Street, North Sydney NSW 2060. My supply of referee's statement is voluntary. RMS may disclose my personal information inside and outside NSW to verify the contents of this application.

Signature of referee

Date

20. Witness to applicant's signature

*Required when you cannot provide an acceptable proof of identity document that shows your signature.*

**If witnessed by a parent or guardian they must attend the motor registry with you and show proof of their own identity.**

Name of applicant (block letters)

Signature of applicant

**Witness declaration**

I certify that the applicant, whose name and signature appears above, has signed in the signature box above in my presence.

My personal information is being collected for verification of the applicant's signature. It will be held by RMS at 101 Miller Street, North Sydney NSW 2060. My witnessing of the applicant's signature is voluntary. My personal information held by RMS may be disclosed inside and outside NSW to verify the contents of this application.

Name of witness (block letters)

Signature of witness

Position of witness - Employer / school principal / bank manager / parent / guardian (cross out those not applicable)

Date

Daytime contact phone of witness

Business address of witness (can be residential address of parent/guardian)

Postcode

21. Organ donation consent - people helping people.

Organ donation is voluntary.

If you consent to be an organ donor your decision will be shown on your driver licence but you should also advise your next of kin and the Australian Organ Donor Register at Medicare. You can cancel or change that decision at any time by contacting any RMS motor registry. RMS may use this information in relation to organ donation and disclose it to health and organ donation organisations. Otherwise RMS will not disclose your personal information without your consent unless authorised by law.

Are you willing to become an organ donor?

**Yes** ☐ I consent, in the event of my death, to the removal of any of my organs or tissues and will advise my next of kin of this decision.

**OR** ☐ I consent, in the event of my death, to removal of the organs or tissues indicated only, and will advise my next of kin of this decision.

Kidneys ☐

Eye corneas ☐

Liver ☐

Pancreas ☐

Skin ☐

Bone ☐

Heart and Lungs ☐

**No** ☐ I wish to register my decision not to be an organ and/or tissue donor.

Signature

Date

## Office Use

Confirm identity - *Applicant's signature*

Confirm identity - *Applicant's signature*

Confirm identity - *Applicant's signature*

### Proof of identity (must be produced with each visit)

Stand-alone or primary proof

Stand-alone or primary proof

Stand-alone or primary proof

Document number

Document number

Document number

Passport/Visa - *date of issue or E/D*

Passport/Visa - *date of issue or E/D*

Passport/Visa - *date of issue or E/D*

Secondary proof

Secondary proof

Secondary proof

Secondary proof - *date of issue or E/D*

Secondary proof - *date of issue or E/D*

Secondary proof - *date of issue or E/D*

POI seen-Signature of CSO and Staff number

POI seen-Signature of CSO and Staff number

POI seen-Signature of CSO and Staff number

### Proof of residential address

Type of proof

Type of proof

Type of proof

### Parent or Guardian Proof of Identity

Type of Proof

### Eyesight test/Medical report

Pass without  
glasses or contacts

☐

Pass with glasses  
or contacts

☐

Eyesight  
report

☐

Medical  
report

☐

Eyesight test given - *Signature of CSO and Staff number*

### Knowledge Test / Hazard Perception Test / Driver Qualification Test (cross out whichever is not applicable)

Name of interpreter - *if used*

Name of interpreter - *if used*

Name of interpreter - *if used*

Interpreter's signature

Interpreter's signature

Interpreter's signature

Interpreter's authority

Interpreter's authority

Interpreter's authority

Confirm identity - *Applicant's signature*

Confirm identity - *Applicant's signature*

Confirm identity - *Applicant's signature*

Pass ☐ Fail ☐ Date

Pass ☐ Fail ☐ Date

Pass ☐ Fail ☐ Date

Test supervisor's signature and Staff number

Test supervisor's signature and Staff number

Test supervisor's signature and Staff number

### Driving test

Pass ☐ Fail ☐ Date

Pass ☐ Fail ☐ Date

Pass ☐ Fail ☐ Date

Testing officer's signature

Testing officer's signature

Testing officer's signature

### Issued licence

Licence number

Class

Type

First NSW issue or Upgrade/Reissue

Date

Licence issued-CSO Signature and Staff number

### Photo Comparison

No stored image  
or not requested

☐

Matched

☐

Mismatched

☐

Faulty

☐

Failed to arrive on time

☐