Transport for NSW

Change of Records – Road and Maritime Products

Changes to address, name, licence, vehicle, vessel, engine details, contact details

C

Use this form to make changes to your NSW Driver Licence (all classes), boat licence, combined licence, NSW Photo Card, vehicle or vessel registration, and/or mooring licence.

- You must provide original copies of supporting documents (photocopies will not be accepted).
- Customers with road products only (i.e. a driver licence and vehicle registration) can visit any service centre to make changes. Combined licence holders and customers with both road and maritime products should visit a service centre that conducts maritime business.
- For further information, visit a service centre or call Service NSW on **13 22 13**.
- **Hearing or speech impaired?** Call us on the National Relay Service: TTY users phone **13 36 77** then ask for **13 22 13**. Speak and Listen users phone **1300 555 727** and ask for **13 22 13**.
- Transport for NSW no longer record organ donation details. For more information, visit **donatelife.gov.au**

Office use attachments

Products held (tick and complete all applicable)

Driver licence or customer number

Boat or mooring licence number

Combined licence - driver/boat driving

No ☐ Yes ☐

Vehicle plate number

Vessel registration number

1. Customer details (include all **new** details)

Surname

Given name(s)

Organisation name (if applicable)

Residential address or business address
(licence address must be in NSW)

Postcode

Mailing address (if different from residential address
All mail will be posted to this address)

Postcode

Vehicle's garage address (where the vehicle will most often be kept)

Postcode

If you would like to register for an online service account, go to **service.nsw.gov.au** for more information.

Email address

Mobile number

Contact person name

Fleet manager name (if applicable)

2. Personal details

Date of birth

Day / Month / Year

Gender

Male ☐ Female ☐

3. Licence and registration changes

Your licence or customer number

What driver licence details are to be changed?

Permanent residency status may be verified online by Transport for NSW with the Department of Home Affairs. For a full list of acceptable proof of Australian residency documents, visit our website.

What vehicle registration details are to be changed?

What boat or mooring licence details are to be changed?

What vessel registration details are to be changed?

4. Declaration

You declare that the information on this form is true and complete. Under the road transport legislation it is an offence for anyone to attempt to obtain or renew a driver licence, or to register or renew the registration of a vehicle, by false statement or other dishonest means.

Signature

Print name and capacity (if representing an organisation)

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.

You can find out why we collect your personal information and how we use and manage it by reading our privacy statement at transport.nsw.gov.au or phone **13 22 13** to request a copy

(continued next page)

5. Representative authority
(changes to organisation and vehicle details only)

This authority must be completed if you send someone else to conduct business on your behalf.

I declare that the person named below is my authorised representative

Signature

Print name and capacity (if representing an organisation)

Date

Day / Month / Year

Representative details

NSW Driver Licence/Customer number

Name

Address

Postcode

Date of birth

Day / Month / Year

Gender

Male ☐ Female ☐

Representative signature

Date

Day / Month / Year

SNSW office use - Bundle C

Mailing address checked on DRIVES (if applicable) ☐

Proof of identity record

Stand alone or primary proof

Secondary proof (if necessary)

Document number

Secondary proof issue or E/Date

Document produced to prove change

Date of issue or expiry date

Day / Month / Year

SNSW location

Issue centre number

Conditions/endorsements

Add/change/delete

Nominated configuration code

Effective date

Day / Month / Year

Condition code

Customer service representative signature

Staff number

Date

Day / Month / Year

Authorised examiner use

Identification numbers must be completed below, when an examination of the vehicle required the vehicle details to be changed.

Registration plate number

Inspection report number

VIN or chassis/frame number - ensure all characters are recorded

Engine number

Engine make

Engine capacity

Motive power

No. cylinders or rotors

Gross vehicle mass

Gross combination mass

Overall axle space

Tare weight

Axle code

Wheelbase

Vehicle fittings

Other (specify changes)

Conditions/endorsements

Station name, address and number

I certify I have examined the vehicle and the changed detail/s comply in all respects with the Rules for Authorised Inspection Stations.

Authorised examiner name

Examiner number

Examiner signature

Date

Day / Month / Year