

Consent to release licence or registration information

Complete this form to request licence and registration information held by the Department or VicRoads in relation to a third party (individual or organisation). The third party must sign the consent section before the information can be released. Please complete the white sections and sign below. Please print clearly in ink using BLOCK letters. Return this form together with the appropriate fee (visit vicroads.vic.gov.au for up to date fees).

Applicant details

Surname		Company name, organisation or agency					
First given name		Second given name			Third initial (if any)		
Residential or company address					Postcode		
Postal address (if different from above)					Postcode		
Contact name			Mobile phone no. (or other if not applicable)				
Email			Account number (if applicable)				

Individual/Organisation* being searched

						Driver licence/customer no.										
Surname		First given name			Second given name			Third initial (if any)								
Company name and ACN/ARBN (if applicable)							Postcode									
Residential or company address							Postcode									
Mobile phone no. (or other if not applicable)						Date of birth (if applicable)			D	D	M	M	Y	Y	Y	Y

***If you are requesting a search for a company, a signed letter of authority on company letterhead must be attached to this application.**

Which records are you applying for?

Licence search

Driver licence/learner permit/customer no.															
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- Licence verification letter (current status, type of licence/applicable condition/s and first issue date)
- Demerit points (list of any demerit point offence recorded within the last five years)
- Five-year driver history report (current status, type of licence and first issue date, list of any demerit point offence recorded within the last five years and all applicable convictions on VicRoads records)
- Complete driver history report (current status, type of licence/applicable condition/s and first issue date, a complete history of your demerit points and all applicable convictions on VicRoads records)

Information you would like included in your report: (e.g. address history etc.)

Information you would like included in your report: (e.g. address history, renewal payment dates etc.)

Registration search

Registration no.	
VIN (or chassis no. if no VIN)	
Make	Model
Body type	Colour
Year	

Consent to release licence or registration information



Consent of individual/organisation being searched

By signing this form, I declare that:

- I consent to the Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') releasing my records, or records of the organisation I represent, to the applicant, in this instance.
- I understand that the records the Department and VicRoads releases may include details of convictions or other information recorded against my name or the organisation's name. In some cases, the convictions may relate to non-driving offences.
- I consent to my records or the records of the organisation I represent being sent to the postal or email address nominated above.
- All the information and documents provided by me are true and correct and, where they relate to an organisation, I confirm that I am authorised to provide them.

Providing false or misleading information is a serious offence and can result in you being fined or imprisoned.

Any personal information that we collect from you will be used for the purposes of enabling us to process this form and to disclose the individual/organisation information to the applicant. Any personal information collected may be used and disclosed for other purposes as required or permitted by applicable laws. We may also disclose your personal information to our agents and contractors who assist us in performing our functions, law enforcement agencies, other road and transport authorities, directorates or commissions, courts and other persons or organisations authorised to obtain it. A failure to provide the required information may result in this form not being processed. For further information about our handling of your personal information, including your right to access it, go to: dtp.vic.gov.au/privacy.

Authorising signature	Date	D	D	M	M	Y	Y	Y	Y
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Payment

For payment by post, send this form together with the fee payable to: VicRoads, GPO Box 1644, Melbourne Victorian 3001 (cheque only).

Payment can also be made at a VicRoads Customer Service Centre using Mastercard or Visa. A card payment fee will apply, for details visit vicroads.vic.gov.au.



Department of Transport and Planning



Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001
Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au