

**This form is for use by dealers on Dealer Certification Scheme only.**

Please complete this form and sign below. Please print clearly in ink using BLOCK letters and cross where applicable. You need to provide original documents for evidence of identity if you do not provide an existing Victorian photo licence or learner permit or confirmed client number. For more information visit [transport.vic.gov.au](https://transport.vic.gov.au)

◆ **The registered operator of a vehicle cannot be changed unless an application for transfer of registration is submitted with applicable fees and supporting documents (e.g. Certificate of Roadworthiness).**

**Section 1 – Registered operator details**◆ (to be completed by the registered operator)

☐ Individual ☐ Company\*

Victorian licence/permit/customer no.*										*Please provide your Victorian licence/permit/customer number – You will have a customer number with VicRoads if you have held a Victorian licence or learner permit or have had a vehicle registered in your name in Victoria.									
Surname (or company name)										First given name or ACN/ARBN									
Second given name										Third initial (if any)									
Previous name(s) (if applicable)										Date of birth		D	D	M	M	Y	Y	Y	Y
Residential (or company) address										Postcode									
Postal address (if different from above)										Postcode									
Garage address (if different from residential (or company) address)										Postcode									
Mobile phone no. (or other if not applicable)										Email									

**Additional information** (indicate where applicable)

<input type="radio"/> Pension concession	<input type="radio"/> D.V.A. concession	<input type="radio"/> Health care card	<input type="radio"/> Veterans Card Victoria	Card number										
<input type="radio"/> Primary producer†	<input type="radio"/> Charitable and benevolent rate§		<input type="radio"/> Hire/drive	<input type="radio"/> TPI	Common expiry date		D	D	M	M	Y	Y	Y	Y
<input type="radio"/> Custom/Euro	<input type="radio"/> Slimline	<input type="radio"/> Govt. plates	<input type="radio"/> Reissue	<input type="radio"/> Out of sequence	Plate no.									

† Primary producer discount application must be completed      § Photocopy of VicRoads charitable, religious or benevolent organisation grant letter must be retained

**Company representative's personal details** (# must complete if registered operator is a company – authorisation is valid for 1 year, unless revoked)

Surname										Given name									
Position of representative										Victorian licence/permit/customer no.									

**Registered operator's signature**

I hereby authorise the dealership  to register the following vehicle in the registered operator's name.

**By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.**

Signature of registered operator/company representative										Date		D	D	M	M	Y	Y	Y	Y
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**Section 2 DEALER USE ONLY – Vehicle details** (to be completed by the dealer)

Make										Model										Engine number									
Body type										Colour										Compliance plate/RAV Entry date^		M	M	Y	Y	Y	Y		
VIN^																				Date to be registered		D	D	M	M	Y	Y	Y	Y

^ Vehicle Identification Number (or chassis if no VIN)      □ Register of Approved Vehicles

**Registered operator's evidence of identity/Company representative evidence of identity**

<b>Category A evidence</b> <input type="radio"/> Australian photo licence <input type="radio"/> Australian birth certificate <input type="radio"/> Passport <input type="radio"/> Other (specify document type) <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>																													
Origin (state/country)										Reference no.										Date of expiry		D	D	M	M	Y	Y	Y	Y
<input type="radio"/> <b>Category B evidence</b>										Document type										Reference no.									
<input type="radio"/> <b>Evidence of residence+</b>										Document type										<input type="radio"/> <b>Victorian residence declaration completed+</b>									
Signature of authorised officer										User ID										Date		D	D	M	M	Y	Y	Y	Y

+ not required for a marine licence

## Privacy statement

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') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. This includes disclosing the information to third parties including our contractors and agents, law enforcement agencies, concession and identity verification agencies (including Centrelink Confirmation eServices, the Department of Veterans' Affairs, Registry of Births, Deaths and Marriages, and the Department of Foreign Affairs and Trade), other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: [dtp.vic.gov.au/privacy](http://dtp.vic.gov.au/privacy).

Providing false or misleading information or documents is a serious offence under the *Road Safety Act 1986* and *Marine Safety Act 2010*, as applicable, and can result in you being fined or imprisoned. Further, any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.