

Complete this form to request information about your licence or registration records held by VicRoads. **Please complete the relevant white sections and sign below.** 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		Date of birth		D	D	M	M	Y	Y	Y	Y
First given name		Second given name		Third initial (if any)							
Residential address										Postcode	
Postal address (if different from above)										Postcode	
Mobile phone no. (or other if not applicable)					Email						

How would you like to receive the records? Post* Email*

* If you would like to receive your records in the post, they will be delivered to the address we have on record.

To update your address, please visit vicroads.vic.gov.au, sign up to myVicRoads account or call 13 11 71, before submitting your request.

* Email is only available if you have a myVicRoads customer account.

Which records are you applying for?

Licence search

Driver licence/learner permit/client no.									
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- Licence verification letter (current status, type of licence/applicable condition/s and first issue date)
- Your demerit points (list of any demerit point offence recorded within the last five years)
- Five-year driver history report (current status, type of licence/applicable condition/s 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)

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Registration search

Registration no.									
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VIN (or chassis no. if no VIN)

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

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Your signature

By signing this form, I declare that:

- I am applying for my own records.
- 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.

Signature of applicant	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 [w](#).