

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 vicroads.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 (eg 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="checkbox"/> D.S.S. concession	<input type="checkbox"/> D.V.A. concession	<input type="checkbox"/> TPI	<input type="checkbox"/> Health care card	Card number										
<input type="checkbox"/> Primary producer‡	<input type="checkbox"/> Charitable and benevolent rate§			<input type="checkbox"/> Hire/drive	Common expiry date		D	D	M	M	Y	Y	Y	Y
<input type="checkbox"/> Custom/Euro	<input type="checkbox"/> Slimline	<input type="checkbox"/> Govt. plates	<input type="checkbox"/> Reissue	<input type="checkbox"/> Out of sequence	Plate no.									

‡ Primary producer concession 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 [redacted] to register the following vehicle in the registered operator's name.

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the privacy statement (overleaf).

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 date		D	D	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)

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

Category A evidence Australian photo licence Australian birth certificate Passport Other (specify document type) [redacted]

Origin (state/country)										Reference no.										Date of expiry		D	D	M	M	Y	Y	Y	Y
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<input type="radio"/> Category B evidence	Document type										Reference no.									
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<input type="radio"/> Evidence of residence+	Document type										<input type="radio"/> Victorian residence declaration completed+									
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Signature of authorised officer										User ID										Date		D	D	M	M	Y	Y	Y	Y
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+ not required for a marine licence

Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

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