



New Customer/Photo and Signature Remote Application (for agency card)

*Transport Operations (Road Use Management) Act 1995
Transport Planning and Coordination Act 1994*

This form can only be used if you are applying for an agency card (for example, Blue Card, Disability Worker Screening Clearance, High Risk Work Licence) and need the Department of Transport and Main Roads (the department) to do one or both of these:

- create a customer reference number
- store a photo and signature.

You must live interstate, overseas or in a remote area of Queensland to use this form.

Important – documents must be witnessed

All copies of documents provided with your application must be witnessed by an approved person.

An approved person is a justice of the peace or commissioner of declarations, notary public or person authorised by law to witness and sign declarations, police officer, medical practitioner, consular or ambassadorial officer, solicitor, barrister or judge.

The approved person must include:

- » their full name, position/title or designation and contact details (can be via office stamp)
- » the words “I have sighted the original document/s and certify this to be a true copy of the original”.

1. Applicant's details

Family name (please print)

Given name/s

Residential address

Postcode

Postal address - must be in Australia (if same as residential, write 'as above')

Postcode

Email address

Mobile phone number

Birth details

Date of birth

Town

State

Country

2. Do you have a Transport and Main Roads Customer Reference Number (CRN)?

This is your Queensland driver licence, Photo ID or Adult Proof of Age Card number, or reference number issued by the department.

Yes CRN

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You must provide a copy of your driver licence or other card that shows your CRN issued by the department. Go to 5

No You must provide copies of three Evidence of Identity (EOI) documents (witnessed by an approved person) – Go to qld.gov.au/EvidenceOfIdentity to view the document types you can provide copies of.

Category A (please print)

Document type (for example Birth Certificate)	Expiry date (if applicable)

Category B (please print)

Document type (for example Medicare card)	Expiry date (if applicable)

Category A or B (please print)

Document type	Expiry date (do not give credit or debit card number)

3. Is your name different to the name/s on your EOI documents?

No

Yes You must provide a copy of a document which shows evidence of your name change (witnessed by an approved person).

Change of name document (please print)

Document type (for example Marriage Certificate)	Document number	Registration year

4. Evidence of residential address

You must provide a copy of a document which shows evidence of your residential address (witnessed by an approved person).
For example:

- Driver licence
- Industry Authority
- Photo ID card
- Lease/rental agreement
- Utility bill.

Document type	Issue date

5. What agency card are you applying for?

6. Photographs

You must provide two identical current colour photographs that meet the *Your Digital Photo* brochure guidelines.

One photograph must be signed by an approved person and include the words *"I certify this is a true photograph of <applicant name> in my presence"*.

Have you attached two identical photos (one signed by an approved person)?

Yes

No Your application cannot be processed.

7. Signature specimen

To ensure that your signature is the right size, print this form on A4 plain white paper and sign in the box.

Specimen Signature

Please sign using a black pen so that your signature is within the white space provided

8. Applicant's declaration

I declare that the information or documents given by me in this application are complete, true and correct in every detail.

I understand **it is an offence under the relevant transport Acts to give false or misleading information and** that penalties may apply if I have stated anything in this application that is false or misleading.

I consent to the department verifying my EOI documents or information provided by me with the issuing authority or their agencies and for that relevant authority to provide the results of that verification to the department.

I understand that the evidence of residency I have provided is for my agency card application and I may have to provide further evidence in the future.

I understand that if I do not have a Transport and Main Roads customer record, one will be created based on the information I have provided on this application form.

Applicant's signature

Date

Privacy Statement: The department abides by the *Information Privacy Act 2009* when managing personal information. The personal information collected will be used by the department under the act nominated on this form to assess and issue a customer reference number and agency card product. The department may disclose this information and a copy of your photo to the Queensland Police Service and other relevant law enforcement agencies where required by law. The department's card production contractor will have controlled access to your information, signature and photo to make your card. Information, including your photo and signature, may be disclosed to an authorised agency if the information is connected to an application for its product. Your information will not be disclosed to any other third party without your consent, unless required or authorised by law.

Approved person's declaration

(to be completed by the person who witnessed the documents and photographs)

I declare that the applicant is the same person whose documents and photographs (in questions 2, 3, 4 and 6) I have witnessed.

Authorising person's name

Authorising person's signature

Date

Next steps

- Send your form, documents, and photos to the address advised by the agency you are applying for the card from.
- Once your customer record has been created/photo and signature updated:
 - » we will send you a confirmation email
 - » you can contact the agency you are applying for the card from to complete your agency card application.