

Complete this form to request licence and registration records held by VicRoads in relation to a third party (individual or organisation). The third party must sign the consent section before VicRoads can release the records. Please complete the white sections and sign below. Please print clearly in ink using BLOCK letters. Return this form together with the appropriate fee to VicRoads (visit [vicroads.vic.gov.au](http://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/client 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/client 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.)


#### Registration search

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

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


### Consent of individual/organisation being searched

By signing this form, I declare that:

- I consent to VicRoads releasing my records, or records of the organisation I represent, to the applicant.
- I understand that the records VicRoads releases to the applicant might include details of convictions or any other information recorded against my name or organisation's name. In some cases, convictions might relate to non-driving offences. I consent to release this information
- I consent to my records or records of the organisation I represent being sent to the postal or email address nominated above.
- All information and/or documents provided by me is/are true and correct.

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

Authorising signature	Date	D	D	•	M	M	•	Y	Y	•	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](http://vicroads.vic.gov.au).