

Information for driver accreditation applicants

This fact sheet has been provided to assist you when completing an *Application for driver accreditation*. Please remove this page when submitting your application.

WHO NEEDS DRIVER ACCREDITATION?

To drive any type of commercial passenger vehicle or commercial/local bus anywhere in Victoria, you must hold a driver accreditation. A commercial passenger vehicle is any motor vehicle that is used or intended to be used for carrying passengers for hire or reward. Commercial passenger vehicles include taxis, hire cars, wedding cars and tour vehicles (such as motorcycles and vintage vehicles).

SUPPORTING DOCUMENTS FOR DRIVER ACCREDITATION

If you choose to submit this hard copy application form you will need to attach the following documents:

- 100 points of identification
- a medical assessment completed by a registered medical practitioner (blank medical assessment form is provided).

DRIVER LICENCE REQUIREMENTS

You must hold a current Victorian driver licence (not due to expire in the coming 14 days) and you must have held a driver licence in Australia or New Zealand for a minimum of six months. If you do not, your application may be refused.

Helpful tip: It is an application requirement that your current address listed on this form matches what is shown on your driver licence.

PROOF OF IDENTITY

You must provide at least 100 points of identification to meet the requirements for a National Police History Check (NPHC). Documents must be originals or certified true copies if lodging in person, or certified true copies if lodging via post. One of the documents must be your current Victorian driver licence. One of the documents must include your photo. If you are not able to provide 100 points of identification, or have recently moved to Australia (less than six weeks ago) special provisions may be made by the TSC. For more information on acceptable types of identification please refer to the *Proof of Identity* fact sheet on the TSC website.

CHANGE OF NAME/MARRIAGE CERTIFICATE

Where there is a difference in name between your identity documents, or to change a name, you will need to provide one of the following:

- marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia
- divorce papers (bearing the name being reverted to)
- deed poll (pre November 1986 in Victoria)
- change of name certificate (post November 1986 in Victoria).

HOW TO CERTIFY YOUR IDENTITY DOCUMENTS

Step 1. Make a photocopy of each document. Make sure one of the documents shows your photo and current residential address.

Step 2. Take your original documents and the photocopies to a member of the police force, a Chartered Accountant (CA), Certified Practising Accountant (CPA), Member of the National Institute of Accountants (MNI), bank manager, honorary justice (JP), medical practitioner, dentist, school principal, veterinary surgeon, pharmacist, barrister or a solicitor for certification. For a full list of practitioners who can certify documents please visit the TSC website.

ENTITLEMENT TO WORK IN AUSTRALIA

If you are in Australia on a visa and want to work as an accredited driver, you must hold a visa that allows you to work as a commercial passenger vehicle driver. You should check your visa status via the Department of Immigration and Border Control before you lodge your *Application for driver accreditation*. You are responsible for making sure you comply with your visa conditions throughout your time in Australia. There may be serious consequences for persons who breach their work related visa conditions and for persons who allow an accredited driver to work in breach of their visa conditions.

MEDICAL REQUIREMENTS

As part of this application you will be required to undertake a medical assessment. This assessment is conducted in reference to the current *Assessing Fitness to Drive Guidelines*, a copy of which can be downloaded from www.austroads.com.au/drivers-vehicles/assessing-fitness-to-drive. You will be required to disclose your full medical history to the medical practitioner conducting your assessment.

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DRIVER PHOTOGRAPH (TAXI ACCREDITATION ONLY)

Upon receipt of your application, the TSC will send to you a confirmation letter with instructions on how to have your photo taken at your local VicRoads office. **This does not mean your application for driver accreditation has been approved.**

NATIONAL POLICE HISTORY CHECK

As part of this application the TSC will request an NPHC be conducted on your behalf. The TSC does this under a contractual arrangement with the Australian Criminal Intelligence Commission (ACIC) – the government agency responsible for criminal history record checking. You will be provided with a copy of the results of your NPHC as a part of the application process. Information provided in this form will be disclosed to ACIC and police agencies for checking and updating records held about you by ACIC and police agencies. ACIC and police agencies will access their records to obtain and disclose police history information that relates to you to the TSC. That information may include outstanding charges, warrant information, criminal convictions, findings of guilt or pleas of guilt recorded against you. Police history information is disclosed according to the applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. That may include spent convictions legislation.

For more information about police checks please visit the TSC website at www.taxi.vic.gov.au/police-checks

MUTUAL RECOGNITION

If you hold a driver accreditation/authority in another state or territory and wish to apply for mutual recognition, you must also complete a Mutual recognition form. You can find more information on mutual recognition please visit the 'Applying for driver accreditation' page of the TSC website.

INCOMPLETE APPLICATIONS

The TSC will contact you if it requires additional information. If you do not respond to our request for further information within 28 days, the TSC will process your application based on the information provided. This may result in your application being refused and no refund being issued.

ACCREDITATION APPLICATION FEE

An application fee applies. Please visit the 'Fees and charges' page of our website for the current fee at www.taxi.vic.gov.au. The application fee must be paid when submitting the application. Payment can be made via the credit card payment authorisation in section 8 of this form. The TSC does not accept cash payments.

LODGEMENT DETAILS

In Person Lower Ground Floor, 1 Spring Street, Melbourne — open weekdays between 9.30 am and 4.00 pm.

Post Taxi Services Commission, GPO Box 1716, Melbourne, VIC, 3001.

Faxed or emailed applications will not be accepted.

Driver accreditation applications are usually processed within 10 business days. This, however, depends on the results of your medical assessment and the results of your NPHC.

TSC PUBLIC REGISTER

If accredited as a commercial passenger vehicle driver, your name and driver accreditation endorsements will be published on the register of industry participants available on the TSC website.

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Please complete all fields in BLOCK LETTERS

SECTION 1 – ACCREDITATION TYPES

What type of accreditation are you applying for? TAXI HIRE CAR BUS

Have you previously applied for, or held a driver accreditation in Victoria? Yes No

If yes, please provide the accreditation number (if known)

Are you applying for mutual recognition? Yes No

If yes, you must also complete the Mutual Recognition form as detailed on the Information for driver accreditation applicants fact sheet.

SECTION 2 – PERSONAL DETAILS

Current name

Title Mr Mrs Ms Other

Last name

First name

Middle name/s

Previous name

Last name

First name

Middle name/s

Was this your: Maiden name Previous name Alias

You must provide all of your previous names, if more room is required, please use section 7.

Date of birth Gender Male Female Intersex Other

Place of birth Suburb/Town State/Territory Country

Home phone Mobile phone

Email address

SECTION 3 – ADDRESS DETAILS

If you do not provide five years of address history your application may take longer to process.

Current residential address

Street

Suburb/town State Postcode

Country Period of residence from

Your current residential address must match what is recorded by VicRoads.

Postal address (if different from above)

Address

Suburb/town State Postcode

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Previous residential address 1

Street
Suburb/town State Postcode
Country Period of residence from YEAR to YEAR

Previous residential address 2

Street
Suburb/town State Postcode
Country Period of residence from YEAR to YEAR

Previous residential address 3

Street
Suburb/town State Postcode
Country Period of residence from YEAR to YEAR

If more room is required please use section 7. Please ensure all details required above are included for each additional address.

SECTION 4 – DRIVER LICENCE DETAILS

Driver licence no Expiry date DD / MM / YYYY

1. Do you hold a valid Victorian driver licence? Yes No
2. Do you hold a full or probationary licence? Full Probationary
3. Have you held a driver licence in Australia or New Zealand for a minimum of six months? Yes No
4. Have you held a driver licence in another state or territory in Australia or New Zealand **in the last three years?** Yes No

If you answered yes to question 4, please identify below where you have held driver licence/s in the last three years and provide a driving history extract from each state/territory outlining any demerit points or infringements you may have accrued while driving there. Your application cannot be processed without the correct extracts. For more information on how to request your driving history, please refer to the 'Requesting interstate and New Zealand driving history' document on the TSC website.

ACT NSW NT QLD SA TAS WA New Zealand CITY / TOWN

SECTION 5 – PROOF OF IDENTITY

To meet identification requirements you must provide the TSC with 100 points of identification. If you provide certified true copies of your Victorian driver licence and one of the documents listed (both issued in the same name), you will satisfy the identification requirements.

Valid Victorian driver licence + Passport (current, or expired within the previous two years, but not cancelled)
 Australian citizenship certificate
 Australian birth certificate

Please indicate which document you plan to use.

For a full list of documents that can be used to achieve 100 points please visit the TSC website.

If you are not able to provide 100 points of identification, or have recently moved to Australia (less than six weeks ago) special provisions may be made by the TSC. For more information, please see the 'Information for driver accreditation applicants' fact sheet.

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SECTION 6 – DECLARATION, CONSENT AND PRIVACY INFORMATION

INFORMATION COLLECTION NOTICE – PRIVACY AND DATA PROTECTION ACT 2014

The TSC requires you to provide information about you including personal information and sensitive information as defined in the *Privacy and Data Protection Act 2014* (Information). The Information is required under the *Transport (Compliance and Miscellaneous) 1983*(Vic) (Act). The Information will be used for the TSC's functions and activities under the Act, including assessing your application for driver accreditation and if the application is granted, in the monitoring of your ongoing suitability to hold a driver accreditation. If it is not provided, your application could be delayed or refused. The Information may also be used for other purposes under the Act such as for the TSC's lawful regulatory purposes, including the prevention, detection, investigation, prosecution or punishment of criminal offences or misconduct.

The TSC usually discloses the Information to related transport bodies or associations and government agencies such as the Australian Criminal Intelligence Commission (ACIC), Victoria Police, other law enforcement agencies, VicRoads and the TSC's medical panel any other government agency or other persons whose activities are relevant to the TSC's functions under the Act. The disclosure is for the purposes of the statutory functions of either the TSC or these government agencies or other bodies or persons.

You may gain access to the Information by contacting the TSC on 1800 638 802 (toll-free) or writing to the TSC at GPO Box 1716, Melbourne, VIC, 3001 or privacy@taxi.vic.gov.au.

The TSC has a [Privacy Policy](#) which is available on the TSC website. Alternatively, you may ask the TSC for a copy of the [Privacy Policy](#) at any time or request that a copy of the [Privacy Policy](#) be sent to you.

INFORMED CONSENT FOR NATIONAL POLICE HISTORY CHECK

The TSC is an accredited organisation and has contractual arrangements with Australian Criminal Intelligence Commission (ACIC) to collect personal information on its behalf in order to submit a NPHC for an individual who is seeking accreditation under the Act and related regulations. The TSC will use the results of your NPHC to determine your suitability for the accreditation, for which you are applying.

ACIC and police agencies will access their records to obtain and disclose police history information that relates to you, to the TSC. Police history information may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you. Police history information is disclosed according to the applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

If for any reason you do not agree with the results of your NPHC, please notify the TSC in the first instance, so that the NPHC dispute process can be initiated. For more information regarding the NPHC process or the handling of personal information and police history information, you can contact ACIC's Privacy Officer and/or the TSC's Privacy Officer at privacy@acic.gov.au, by phoning (02) 6268 7000, or writing to the Privacy Officer, GPO Box 1573, CANBERRA CITY, ACT, 2601.

CONSENT AND DECLARATION (applicant to complete)

I,
Applicant given name/s **Applicant last name**

1. have read and understood the Information Collection Notice and the TSC Privacy Policy and consent to the TSC collecting, storing and retaining all information, including personal and sensitive information, obtained from me, state or federal departments or agencies (including but not limited to law enforcement agencies and courts), health institutions, medical practices and/or other persons, and using, or disclosing that information to third parties for the purposes of the Act or as otherwise authorised by law, including but not limited to disclosure to any other person as required, in the course of dealing with this application and my accreditation.
2. declare that the information provided in this application form is true, correct and complete to the best of my knowledge, including a correct description of my full name and any other names I have previously used, all of my residential addresses in the last five years, driver licence details and date and place of birth, and understand that providing false or misleading information is a serious offence under the Act.
3. understand that the information provided in this application form will be considered by the TSC for the purposes of assessing this application for driver accreditation under the Act, and may be further considered during the term of any driver accreditation issued to me, to fulfil the TSC's objects and discharge its functions under the Act and the *Transport Integration Act 2010*, including taking any disciplinary action against me as an accredited person, and the imposing of conditions, restrictions or other limitations on my accreditation in accordance with the Act.
4. consent to the:
 - ongoing checking by the TSC of any of my personal criminal, traffic, medical or other records relevant to the suitability and/or fitness to hold driver accreditation. I acknowledge that these records may be held by other state or federal government departments or agencies (including but not limited to law enforcement agencies and courts), health institutions, medical practices, and may contain sensitive and health information; and

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SECTION 6 – DECLARATION, CONSENT AND PRIVACY INFORMATION CONTINUED

- release of information recorded against my name, including any matters, which may be deemed to be relevant to me holding a driver accreditation. Any matters that may be deemed to be relevant to me holding driver accreditation may include (but are not limited to) obtaining certified court extracts, narratives extracted from police records and databases relevant to the commission of an offence and/or the summary of offences obtained from the relevant police brief of evidence.
5. consent to the TSC disclosing:
- the status of my accreditation, including that it has expired, to members of the public who search the public register of taxi industry participants (Register) available on the TSC website www.taxi.vic.gov.au, when searching by a unique driver certificate number displayed on the driver identification provided by the TSC. I acknowledge that the Act requires the TSC to keep the Register, which includes the name of each person who holds accreditation to drive a commercial passenger vehicle
 - my name and address if the TSC is satisfied that I was a driver of a motor vehicle, that has been involved in a traffic accident resulting in injury to a person or damage or destruction of any property and I failed to provide my name and address as required in section 61 of the *Road Safety Act 1986*
 - my medical information to an independent health professional or review panel for the purposes of assessing whether I am sufficiently fit and healthy to hold a driver accreditation and for such medical professional or review panel to provide their written findings to the TSC
 - the status of my accreditation or application for accreditation to relevant industry participants including (but not limited to) operators and booking service providers, including whether my accreditation is current, has expired, is the subject to disciplinary action against my accreditation, or conditions, restrictions or other limitations on my accreditation in accordance with the Act, and the result of any such action
 - to any person who has made a complaint about me as an accredited driver, the action taken by the TSC in response to any such complaint.
6. will at all times hereafter, sufficiently indemnify and keep indemnified the Chief Commissioner of Police and all employees of Victoria Police from all liability and against all actions, suits, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the release of any details of any convictions or other information relating to or involving me.
7. consent to:
- the TSC disclosing information in this application to ACIC for the purposes of requesting an NPHC
 - law enforcement agencies disclosing to ACIC, from their records, police history information that can be disclosed in accordance with the laws of the Commonwealth, states and territories and in accordance with the relevant jurisdiction's information release policies
 - ACIC disclosing the information sourced from law enforcement agencies to the TSC.
8. declare that:
- I seek to be accredited as a commercial passenger vehicle driver in Victoria and the purpose for the NPHC is 'Taxi Services Commission – Accreditation'
 - My work as a commercial passenger vehicle driver is likely to involve contact with children and vulnerable groups such as the elderly.
9. acknowledge that:
- my personal information is also being collected for the purposes of requesting a NPHC from ACIC and law enforcement agencies, and for the assessment of my application for the issue or renewal of a driver accreditation
 - any information provided by law enforcement agencies or ACIC relates specifically to the purpose of me completing and lodging my application and the TSC assessing my application in accordance with the Act and any Regulations made under the Act.
10. understand that:
- the purpose for which an NPHC is being undertaken is to enable the TSC to request a national police history record check in order to assess my application in accordance with the Act and any Regulations made under the Act
 - that the purpose for which I am seeking an NPHC may be in a category for which exclusions from spent conviction legislation may apply
 - the meaning or nature of an NPHC is that information provided in this form will be disclosed to ACIC and law enforcement agencies for conducting a national police history record check and updating records held about me by ACIC and law enforcement agencies
 - ACIC and law enforcement agencies will access their records to obtain and disclose police history information that relates to me to the TSC. That information may include outstanding charges, warrant information and criminal convictions, findings of guilt or pleas of guilt recorded against me
 - police history information is disclosed according to the applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. That may include spent convictions legislation
 - information will be disclosed to persons or bodies in accordance with applicable legislation and information release policies (including spent convictions legislation (however described in the Commonwealth, States and Territories) such as law enforcement and government agencies for the purposes of the TSC's or those agencies' lawful functions. I understand that personal information that I provide in this form may be disclosed to the TSC (including contractors or related bodies corporate) located in Australia or overseas
 - my personal information may be used for general law enforcement purposes and it is usual practice for an applicant's personal information to be disclosed to law enforcement agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

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SECTION 6 – DECLARATION, CONSENT AND PRIVACY INFORMATION CONTINUED

- Have you been charged with any traffic offence/s where the charge/s has not yet been determined? Yes No
- Have you been charged with any criminal offence/s where the charge/s has not yet been determined? Yes No
- Have you had your driver licence suspended or cancelled in Victoria or any other state/territory? Yes No
- Are you subject to any reporting obligations under sex offenders legislation? Yes No

If you answered 'yes' to any of the above questions you must outline the details in section 7 below.

PLEASE ENSURE YOU HAVE READ THE FOLLOWING THREE STATEMENTS AND TICK 'YES' TO CONFIRM:

- I have read and understand the application requirements outlined in the fact sheet and the Information Collection Notice. Yes
- I give consent and make the declarations described above in section 6 of this application form. Yes
- I declare I have the right to work in Australia. Yes

Applicant's signature

Date

SECTION 7 – ADDITIONAL INFORMATION

Application for driver accreditation

SECTION 7 – ADDITIONAL INFORMATION

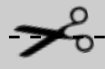
SECTION 8 – PAYMENT

The authorisation on this form will only be used once. Credit card information will not be stored for future use. Once payment is processed by the TSC, a receipt will be sent to the email address provided.

PAYMENT AUTHORISATION

Visa or MasterCard only.

Date	<input type="text" value="DD / MM / YYYY"/>	Amount	<input type="text" value="\$"/>
Name on card	<input type="text"/>		
Signature of card holder	<input type="text"/>		
Card number	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		
Expiry date	<input type="text" value="MM / YY"/>		



Medical assessment

(Registered medical practitioner to complete)

Applicant's Victorian driver licence number

This medical examination must be conducted in accordance with the national medical standards described in the current *Assessing Fitness to Drive Guidelines* (The guidelines). These guidelines are available from www.austroads.com.au. The guidelines detail the examination process and the medical criteria for fitness to drive.

Driver accreditation holders must meet the commercial vehicle driver standards set out in the guidelines.

Indemnity

State legislation provides legal indemnity to medical practitioners who conduct an examination and provide the TSC with an opinion based on that examination.

Criminal liability and insurance

Practitioners may be liable under civil law, in cases where a court forms the opinion that they have not taken reasonable steps to ensure that impaired drivers drive only in circumstances that do not place them and other members of the community at increased risk. Professional indemnity insurers are aware of the potential liability of medical practitioners and may reasonably expect medical practitioners to comply with the national medical standards.

Conditions and restrictions

Medical practitioners may recommend conditions which may enhance driver competency or safety and allow the patient to continue to drive (eg. corrective lenses). If you recommend a conditional licence, details of the recommended restrictions and reasons must be provided, otherwise a conditional accreditation will not be considered.

For more information about conditional licences refer to the guidelines.

If you believe that vehicle modifications are necessary (for example hand controls, left foot accelerator), or a prosthesis is necessary to drive safely, or that a local area driving restriction is appropriate, driver assessment is necessary as the patient will need to demonstrate the ability to drive safely with these restrictions.

If you have any doubts about the information required, or wish to discuss the case personally, please contact the TSC directly. The TSC may not accept a medical certificate if it is illegible. Care should be taken to ensure that all relevant details have been completed and can be read.

Please complete all fields in BLOCK LETTERS

Applicant surname

Applicant given name/s

Date of birth

I certify that I have examined the above mentioned patient (who is applying for driver accreditation) in accordance with the relevant national medical standards for licensing of commercial passenger vehicle drivers as set out in the guidelines. In my opinion the patient (please tick):

- Meets the relevant medical criteria for an unconditional accreditation and requires no further assessment
- Does not meet the medical criteria for an unconditional or conditional accreditation (provide details of criteria not met in space over page)
- Does not meet the medical criteria for an unconditional accreditation but may be suitable for a conditional accreditation based on information noted below (provide details of criteria not met, proposed restrictions or conditions such as the requirement to wear corrective lenses when driving a commercial passenger vehicle, suggestions for management and/or periodic review in space over page)
- Requires appropriate specialist assessment (provide details of type of specialist recommended/referred to in space over page)
 - Endocrinologist
 - Sleep Specialist
 - Neurologist
 - Psychiatrist
 - Cardiologist
 - Occupational Therapist

Other

CONTINUED
OVER PAGE

Medical assessment

(Registered medical practitioner to complete)

Details of medical criteria not met; restrictions; management plans in place/recommended; review periods and requirements for further assessment below:

Must wear corrective lenses when driving a commercial passenger vehicle (tick if appropriate)

REGISTERED MEDICAL PRACTITIONER DETAILS

Medical practitioner's full name

Practice address
(If not part of stamp)

AHPRA registration number

Phone number

Signature

Date of examination

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

MEDICAL PRACTITIONER STAMP HERE

DECLARATION & CONSENT OF PATIENT (Applicant to complete)

I, the above named patient and applicant for driver accreditation, declare that I disclosed my full medical history to the above mentioned registered medical practitioner, and consent to the examining medical practitioner providing information to the Taxi Services Commission and/or VicRoads, and I understand that I shall be responsible for any medical expense incurred in connection with the compilation of the above medical assessment.

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

HINT: Check the form for completeness before leaving the medical practitioner's office.