



# Approved Person Scheme Application to Purchase Certificate of Modification Books and/or Modification Plates

Transport Operations (Road Use Management) Act 1995

- Note:**
- An Approved Person's (AP) accreditation document must be sighted at the time of purchase.
  - Submit this application to your nearest Transport and motoring service centre. For locations of transport and motoring service centres please visit [www.qld.gov.au/transport/contacts/centres](http://www.qld.gov.au/transport/contacts/centres).
  - A fee is required with this application. For more information about fees for certificate of modification books or plates, please visit [www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme/Approved-Person-Scheme-fees](http://www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme/Approved-Person-Scheme-fees).

AP's Customer Reference Number (CRN)  AP's name (print clearly)  MA number

Address  Postcode

Postal address - Interstate AP applicants, S10 livestock and motorbike applicants will have their plates/books posted to this address.  Postcode

Email address

AP's signature  Date

Supply  Certificate of modification books      Supply  Motor vehicle (blue) modification plates  
 Supply  S10 livestock (maroon) modification plates      Supply  Motorbike (silver) modification plates

### Interstate Approved Persons:

Only interstate APs may apply for certificate of modification books and modification plates by mail. Payment is by cheque or money order only, do not send cash.

Enclosed is a cheque/money order made payable to TMR for \$ \_\_\_\_\_ (including postage and handling) for the above certificate of modification books and/or modification plates. For more information about fees, please visit [www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme/Approved-Person-Scheme-fees](http://www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme/Approved-Person-Scheme-fees).

Please post the application and cheque/money order to:

Department of Transport and Main Roads  
Carseldine Customer Service Centre  
PO Box 156  
ZILLMERE QLD 4034

### Authorisation to act on my behalf

Authorised person's name

Address  Postcode

whose signature appears below is authorised to act on my behalf to lodge an application to obtain certificate of modification books and/or modification plates for AP number MA \_\_\_\_\_

Authorised person's signature  Authorised person's phone number

The authorised person must show to TMR either of the following:

- a Queensland driver licence (current or expired less than two years)
- three evidence of identity (EOI) documents. For more information about Evidence of Identity Requirements for Individuals please visit [www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4362](http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4362).

**Privacy Statement:** TMR collects the information on this form under the Transport Operations (Road Use Management) Act for the purpose of administering the AP scheme. TMR will not disclose your personal information to any other third party without your consent unless authorised or required by law.

**Office use only**

Has EOI been sighted? Yes  CRN \_\_\_\_\_ No  Application cannot be accepted.

Has the current AP accreditation document been sighted?

Yes  MA number \_\_\_\_\_ No  Application cannot be accepted.

How many certificate of modification books were purchased? \_\_\_\_\_

Office stamp

First certificate number of: Book 1 \_\_\_\_\_ Book 2 \_\_\_\_\_

Book 3 \_\_\_\_\_ Book 4 \_\_\_\_\_ Book 5 \_\_\_\_\_

How many S10 modification plates were purchased? \_\_\_\_\_

How many motorbike modification plates were purchased? \_\_\_\_\_

How many blue vehicle and trailer modification plates were purchased? \_\_\_\_\_

Serial numbers from \_\_\_\_\_ to \_\_\_\_\_ Serial numbers from \_\_\_\_\_ to \_\_\_\_\_

Serial numbers from \_\_\_\_\_ to \_\_\_\_\_ Serial numbers from \_\_\_\_\_ to \_\_\_\_\_

Serial numbers from \_\_\_\_\_ to \_\_\_\_\_ Serial numbers from \_\_\_\_\_ to \_\_\_\_\_

Have the maroon S10 and silver motorbike modification plates purchased been added to the CSB plate orders spreadsheets?

Yes  No  Plates cannot be dispatched until spreadsheet completed.

Receipt/invoice number \_\_\_\_\_ (if paid from account invoice number required) Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Issuing officer's user ID  Issuing CSC/QGAP \_\_\_\_\_

1. Scan the application form.
2. Email the scanned application form to AP@tmr.qld.gov.au.
3. Place the original application form with the operator's daily filing under 'Other' for that day.

**Notes:**

The application form will be retained by TMR.

It is an offence under the Transport Operations (Road Use Management) Act to produce to a government official a false or misleading document.