



### Important information:

- Before applying for approval as a nominee, it is recommended that you review the information provided on the Department of Transport and Main Roads (TMR) website at [www.tmr.qld.gov.au/AIS](http://www.tmr.qld.gov.au/AIS). In particular, please review the pages *When an AIS must have a nominee and how to apply and AIS approval holder and nominee responsibilities*.
- To be approved as a nominee you must have completed the Approved Inspection Station (AIS) core module.
- If you have not paid for a TMR criminal history check within the last three months, you must pay the criminal history check fee. TMR will not accept criminal history check reports issued directly to the applicant by the Queensland Police Service or from a third party service provider.
- If a criminal history check fee is required, it must be paid before you lodge your application. The criminal history check fee can be paid at a TMR transport and motoring service centre or Queensland Government Agent Program (QGAP) office. For more information about fees, please visit [www.tmr.qld.gov.au/AIS](http://www.tmr.qld.gov.au/AIS) to find the Approved Inspection Station (AIS) Scheme fees in Quick links.
- Applicants are required to meet evidence of identity (EOI) requirements. For more information about EOI, please visit [www.tmr.qld.gov.au/AIS](http://www.tmr.qld.gov.au/AIS) and click on *Evidence of Identity Requirements for Individuals Information Sheet (form S5385)* under Application forms.
- You must lodge your completed application and pay the relevant fees **in person** at a TMR transport and motoring service centre or QGAP office. For more information about locations, please visit [www.tmr.qld.gov.au/About-us/Contact-us](http://www.tmr.qld.gov.au/About-us/Contact-us)

### 1. Personal details - Applicants require a Queensland customer reference number (CRN). New customers use *New Customer Application (Individual)* (form F3503).

Your CRN is your Queensland Driver Licence number or your Adult Proof of Age Card/Photo Identification Card number. If you do not have one of these products, you will need to complete a *New Customer Application (Individual)* (form F3503) and attend a TMR transport and motoring service centre or QGAP office to obtain a CRN before you can lodge this application.

CRN (if known)

Family name (please print)

Given name/s (please print)

Date of birth

Residential address

Postcode

Postal address (if same as residential, write 'as above')

Postcode

Daytime contact number

Mobile number

Town, state and country of birth

### 2. Electronic communication

Do you agree to TMR communicating with you by electronic communication (email)?

No  Yes

Email address

### 3. Overseas residency

Have you lived in New Zealand in the last 10 years before making this application?

Yes  No

### 4. AIS training

Have you completed the AIS core module?

Yes  Attach copy of your certificate of completion.

No  Your application will be assessed. If you are eligible to be a nominee, you will be notified in writing and will have 28 days to complete the AIS core module and provide a copy of your certificate of completion.

**5. Nomination by Approved Inspection Station (AIS)**

AIS number (if known) AIS name

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- a. The applicant has been made aware of their responsibilities as a nominee at this AIS.
- b. I am aware that as the AIS approval holder, I am responsible for the applicant's conduct and actions as a nominee.

AIS approval holder's name

AIS approval holder's signature

Date

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**6. Declaration and consent**

I give my consent for TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold an AIS nominee approval, including, but not necessarily limited to:

- a national criminal history check through the QPS. I authorise the release of that information by the QPS and the Australian Police Services to TMR
- a New Zealand (NZ) criminal history check if deemed required. I authorise the NZ Police to release any information they hold relevant to my application. I acknowledge that the *Criminal Records (Clean Slate) Act 2004* (NZ) may not apply and that my NZ conviction history may be released. (For details about what your consent includes please read Section 3 of the *Vetting Service Request and Consent Form* which can be obtained from [www.police.govt.nz](http://www.police.govt.nz))
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable TMR to make a full and informed assessment of my suitability for an AIS nominee approval
- verifying EOI information provided in this application.

I authorise TMR to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide other government agencies with information relating to my AIS nominee approval.

I give my consent to TMR taking, keeping and using my personal information for the issue of an AIS nominee approval under the *Transport Operations (Road Use Management) Act 1995* or otherwise authorised by law.

Applicant's name

Applicant's signature

Date

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**Office use only**

**Has EOI been sighted?**

Yes  No  Application cannot proceed.

**Has TMR undertaken a criminal history check for the applicant within the last three months?**

Yes  No  Criminal history check fee must be paid.

**Has the National criminal history check fee been paid and processed in TICA under the individual's CRN?**

Yes  Receipt number

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No  Application cannot proceed unless TMR has undertaken a criminal history check within the last three months.

**If the applicant answered yes to Question 3, has a New Zealand criminal history check been processed in TICA (no fee applies)?**

Yes  No

**User ID**

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1. Scan the application form and receipt.
2. Email the scanned document from the CSC mailbox to the AIS Administrator at [AIS@tmr.qld.gov.au](mailto:AIS@tmr.qld.gov.au)
3. Place original application form with the CSC operator's daily filing (under 'Other') for that day.

**Office stamp**

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**Privacy statement:** TMR is collecting the information on this form for the purposes of managing the AIS scheme. This information is authorised or required by the *Transport Operations (Road Use Management) Act 1995*. TMR usually gives some or all of this information to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers or their employees or agents and to or through interstate registration authorities. Your personal details will not be disclosed to any other third party without your consent unless required or authorised by law. If a NZ criminal history check is conducted NZ police will be provided your information and they may update their records.