

Existing Customer/Digital 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 you need the Department of Transport and Main Roads (TMR) to update your photo and signature.

To use this form, you must:

- Have an existing Customer Reference Number (CRN)
- Have a TMR card (for example, Driver Licence, Photo Identification Card)
- Live in a remote area or not have access to a Transport and Motoring service centre.

 If you are a new customer or don't have a TMR card, you must complete the *New Customer/Photo and Signature Remote Application (for agency card)* (F5342).

1. Applicant's details

Family name (please print)

Given name/s

Residential address

Postcode

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

Postcode

Email address

Mobile phone number

Date of birth

Town

State

Country

2. Evidence of Identity

You must attach a photo of your Queensland Driver Licence, Photo Identification Card/Adult Proof of Age Card or other TMR card that shows your CRN.

We need to see the **front and back of your card**, and **your CRN must be clearly shown**.

CRN

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3. What agency card are you applying for?

- ☐ Blue Card
- ☐ Disability Worker Screening Card
- ☐ High Risk Work Licence

4. Photograph

You must attach a colour photo that is:

- Digital (jpeg format)
- Taken from a 1.5m distance (between you and the person taking the photo) - **Note:** The photo must **not** be a selfie.
- Passport quality
- Recent (taken within the last six months)
- Not edited (for example, by removing spots or red eye, softening lines, any sort of filter or fish-eye lens)
- Taken with a plain, light coloured background (for example white, cream or light grey)
- Taken without glasses or sunglasses, even if you wear them for driving.

 See examples of how to take your photo the right way - [Your Digital Photo](#) - guidelines

5. Signature specimen

This form requires a wet signature. Please print and sign within the box using a black marker pen.

Specimen signature

Please sign within the white space provided

6. Your declaration

I declare that the information, evidence of identity, photograph and signature in this application is 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 or attached anything that is false or misleading.

I understand that the photo and signature I have provided will be used to update my record with TMR. This may allow me to apply for an agency card (for example, Blue Card, Disability Worker Screening Clearance, High Risk Work Licence) where other agency card requirements have been met.

I understand that my photo will be compared to my previous photos using biometric technology.

Your signature

Date

Privacy statement: TMR abides by the *Information Privacy Act 2009* when managing personal information. The personal information collected will be used by TMR under the act nominated on this form to issue an agency card product. TMR 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. TMR'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.

How to submit your application

Send an email to RemoteApplication@tmr.qld.gov.au attaching:

- your completed, signed application form
- a photo of the **front and back** of your licence or other TMR card
- your digital photo.

What happens next?

Once your photo and signature have been 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.