



Approved Person Scheme Application to Purchase Books of Certificates of Modification 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 Department of Transport and Main Roads (TMR) Customer Service Centre (CSC) or agency.
 - A fee is required with this application. (Refer to the AP Fee Schedule at www.tmr.qld.gov.au)

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

Address Postcode

Postal address - **Note:** Interstate APs or applicants for S10 Livestock Modification Plates 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 and/or
Supply S10 Livestock (maroon) Modification Plates and/or Motorcycle (silver) Modification Plates

For orders by post by interstate APs only:

Find enclosed cheque/money order made payable to TMR for \$_____ (including postage and handling) for the above books of Certificates of Modification and/or Modification Plates. Refer to the current AP Fee Schedule at www.tmr.qld.gov.au.

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 books of Certificates of Modification 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. (Refer to the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362 on TMR's website at www.tmr.qld.gov.au).

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

Current AP's accreditation document sighted? No Yes MA number _____ EOI identification sighted? No Yes

Certificate books numbers Nos. to and to

Motor vehicle (blue) Modification Plates Nos. to and to and to

S10 (maroon) Modification Plates Nos. to and to and to

Motorcycle (silver) Modification Plates Nos. to and to and to

Receipt/invoice number _____ Date ____/____/____

Issuing officer's user ID Issuing CSC _____

CSC/Agency staff to scan and email the completed application to AP@tmr.qld.gov.au

Application to purchase Books of Certificates of Modification and/or Modification Plates

TMR requires that the following procedures be followed by APs when purchasing books of Certificate of Modification and/or Modification Plates. These procedures are in place to ensure the security of the sale and distribution of these certificates and plates.

Queensland based APs can purchase books of Certificates of Modification and/or Modification Plates from TMR CSCs or Queensland Government Agency Program (QGAP) offices. S10 Livestock Modification Plates will be mailed to the AP at the postal address listed above.

Interstate based APs can purchase books of Certificates of Modification and/or Modification Plates via mail.

- 1. Purchasing Modification Certificates and/or Modification Plates by a Queensland based AP**

When purchasing Modification Certificates and/or Modification Plates, an AP must produce this completed application form and the following to a CSC or QGAP office:

 - the required fee (refer to the AP fee schedule for current fee)
 - current AP accreditation document
 - EOI - refer to the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).
- 2. Purchasing Certificates of Modification books and/or Modification Plates by a person other than the AP for a Queensland based AP**

An AP may authorise another person to purchase the Modification Certificates and/or Modification Plates, provided that in addition to the above requirements:

 - the 'Authorisation to act on my behalf' section of this application has been completed
 - the authorised person presents EOI - refer to the *Evidence of Identity Requirements for Individuals and Organisations* (form F4362).
- 3. Purchasing Modification Certificates and/or Modification Plates by mail – applicable to interstate APs only**

Interstate APs may purchase books of Certificates of Modification and/or Modification Plates by mail from the Carseldine CSC. The AP must send the items as listed in section 1 above with the required fee, by cheque or money order only to the:

Department of Transport and Main Roads Carseldine Customer Service Centre
PO Box 156
ZILLMERE QLD 4034
- 4. Purchasing S10 Livestock Loading (maroon) Modification Plates by an S10 accredited AP**

S10 Livestock Loading (maroon) Modification Plates will be receipted at your local CSC or QGAP office but will be forwarded to you via Australia Post. Please ensure that a postal address is included on the application form.

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.