



**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 *Information Sheet 3 - When an Approved Inspection Station approval holder is required to have a nominee* and *Information Sheet 16 - Approved Inspection Station approval holder and nominee responsibilities*.
- 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 information sheet* (form F4362) under Application forms.
- Your completed application and fee receipt can be sent by:

**Email:** [AIS@tmr.qld.gov.au](mailto:AIS@tmr.qld.gov.au) (preferred method)

**Post:** AIS Administrator  
Approved Inspection Station Scheme  
Department of Transport and Main Roads  
PO Box 673  
FORTITUDE VALLEY QLD 4006

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

AIS number (if known) AIS name

--	--

- 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

--	--	--

**5. 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 Queensland Police Service and a New Zealand criminal history check through New Zealand Police if required. I authorise the release of information by the Queensland Police Service, the Australian Police Services and New Zealand Police to TMR
- 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 TORUM or otherwise authorised by law.

Applicant's name

Applicant's signature

Date

--	--	--

**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

--

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**

--

**Office stamp**

--

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
3. Place original application form with the CSC operator's daily filing (under 'Other') for that day.

**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 TORUM. 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.