



Release of Information Request for Vehicle/ Queensland Regulated Ship Registration Records

Transport Operations (Road Use Management) Act 1994

Motor Accident Insurance Act 1994, Transport Operations (Marine Safety) Act 1994

What to lodge with this application - You must provide evidence of identity (EOI) at the time of making this application. Refer to the separate *Evidence of Identity Information Sheet* (form F4362) or www.qld.gov.au for EOI requirements. For individuals lodging from outside Queensland (Qld) or in remote Qld, you must provide a certified copy of your EOI. Supporting documentation as detailed in (A) to (K) on pages 2 and 3 must be included where applicable. A fee is payable. You will also need to complete a *F3503 New Customer Application (Individual)* or *F5379 New Customer Application (Organisation)*.

1. Details of applicant

CRN

(Note: The CRN is your Qld Driver Licence, Photo Identification or Adult Proof of Age Card number, or your reference number issued by the Department of Transport and Main Roads (TMR)).

Name/s

Address

Postcode

Email address

Mobile/Telephone number

2. How will you be submitting this search request?

To a TMR customer service centre Go to Question 3

By email to CITEC Confirm Go to Question 4

By mail to TMR (interstate/
remote customers only) Go to Question 5

3. Is someone lodging this application on your behalf?

No Go to Question 5

Yes I authorise this person to lodge this application on my behalf. (Your representative will need to bring personal identification as well as proof of your identity).

Name of representative

Signature of representative

Date

Identification of representative

Go to Question 5

4. Are you registered with CITEC Confirm as a client?

No Only legal practitioners, insurance entities, insolvency entities or authorised statutory entities may register. To register please phone CITEC Confirm on 1800 773 773.

Yes Please provide the following details:

CITEC Confirm Account Code

Mobile/Telephone number

Email address

5. Reason for request

For what reason is this information requested?

6. What type of search do you wish to conduct?

Note: The requirements to conduct a search of the vehicle/vessel register are detailed on the pages following. All supporting documentation needs to be supplied for the application to continue.

(Tick one box only)

Vehicle/Ship incident

Go to (A)

Family court

Go to (B)

Bankruptcy

Go to (C)

Fraud

Go to (D)

Court order

Go to (E)

If none of the above applies, which of the following are you?

Registered operator

Go to (F)

Registered operator representative

Go to (G)

Deceased registered operator representative
(including Public Trustee)

Go to (H)

Authorised statutory entity (local government
authority)

Go to (I)

Authorised statutory entity (government
department)

Go to (J)

Authorised statutory entity (other)

Go to (K)

continued page 2...

A. Vehicle/Ship incident

(Information is required for a court proceeding about a vehicle incident or where litigation about a vehicle incident is a possible outcome).

You must provide one of the following:

- an official request on letterhead detailing information about the incident including incident date/time, location, registration number/s, make/description of the vehicle/ship and personal injury (if applicable) from either an insurance entity or solicitor/lawyer
- a Statutory Declaration describing the incident which must include vehicle/ship details (registration number, make/description of vehicle/ship) and a Queensland Police traffic incident report (available through CITEC Confirm)
- a completed, signed and witnessed, Notice of Accident Claim form (available through the Motor Accident Insurance Commission) and a Queensland Police traffic incident report (available through CITEC Confirm).

B. Family Court

(A Family Court search request from a private individual will be referred to TMR's Right to Information and Privacy Unit).

A solicitor/lawyer must provide one of the following:

- an official request on letterhead stating information about the registered operator of a vehicle is required, as they are a party to one of the following:
 - ◊ a proceeding that is before the Family Court
 - ◊ a matter where litigation before the Family Court is a possible outcome.
- a copy of the proposed claim to be lodged with the Family Court of Australia
- a Family Court order (must be against the person for whom the information is being requested).

C. Bankruptcy

An insolvency entity/receiver/trustee/solicitor must provide both of the following:

- an official request on letterhead, advising both of the following:
 - ◊ that they are exercising powers under the *Bankruptcy Act 1966 (Cth)* or under the *Corporations Act 2001 (Cth)*
 - ◊ that information about the registered operator of a vehicle/ship is required, as they are a party to one of the following:
 - » a bankruptcy or insolvency proceeding that is before a Court
 - » a matter where bankruptcy or insolvency litigation is a possible outcome.

and

- a copy of the court order or company instrument of appointment confirming that they are exercising their powers under the Bankruptcy Act (Cth) or the Corporations Act (Cth) relating to external administration.

For searches involving a vehicle/ship registered to an associated entity as defined in the Bankruptcy Act (Cth) you must also provide documents that evidence the bankrupt's disposal of that vehicle/ship to the associated entity, prior to the bankrupt's formal bankruptcy.

For searches involving a vehicle/ship registered to an associated entity as defined in the Corporations Act (Cth) you must also provide a copy of the documents that evidence the company's disposal of that vehicle/ship to the associated entity.

D. Fraud

(Information is required for prospective litigation or a court proceeding where the particulars of a vehicle registration are relevant and the matter is about the fraudulent activities of the registered operator of the vehicle).

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A solicitor/lawyer must provide one of the following:

- an official request on letterhead stating that the registered operator of a vehicle/ship is party to one of the following:
 - ◊ a fraud proceeding that is before the Court and information about the registered operator or their vehicle is required to finalise the proceeding
 - ◊ a fraud related claim about to be lodged with the Court and information about the registered operator or their vehicle is required to lodge the claim
 - ◊ a fraud matter previously reported to the police, where litigation before the Court is a possible outcome and information about the registered operator or their vehicle is required to enable that litigation.

For other than a solicitor/lawyer, you must provide:

- a Statutory Declaration describing the fraudulent incident and the involvement of the registered operator of the vehicle (including the vehicle/ship details where relevant - registration number, make/description of vehicle/ship) and a Queensland Police crime report detailing the fraud (available through CITEC Confirm).

E. Court order

You must provide:

- a court order against the person for whom the information is being requested, which clearly states that TMR is to release specified information held in relation to this person.

Note: For all other litigation (including debt recovery) a request may be lodged through TMR's Right to Information and Privacy Unit.

F. Registered operator

You must provide:

- identification as the registered operator.

G. Registered operator representative

You must provide the following:

- letter from the registered operator consenting to the release of their information (signed and dated)
- representative identification
- the registered operator's original identification.

H. Deceased registered operator representative

You must provide the following:

From a solicitor/the Public Trustee:

- an official request on letterhead advising that the solicitor/Public Trustee is the administrator/executor of the deceased estate or is acting on behalf of the administrator/executor.

From the executor or administrator, one of the following:

- a grant of probate or letters of administration showing that you are the executor or administrator of the estate.

Where there is no grant of probate or letters of administration, both of the following:

- an original or certified copy of the death certificate and
- the deceased person's last valid Will showing that you are the executor of the estate.

I. Authorised statutory entity (local government authority)

You cannot request information in relation to matters concerning animals locked in cars or dangerous animals in cars (other than a serious dog attack as outlined below).

You must provide one of the following:

- an official request on letterhead from a local government, explaining that information is needed for matters about:
 - ◊ regulated parking or for enforcing law about vehicles in an area under its control

continued page 3...

- ◊ enforcing offences which involve a vehicle under ss 112 and 113 of the *Environmental Protection Regulation 2019*
 - ◊ enforcing ship noise offences under the *Environmental Protection Act 1994, s440Z*
 - ◊ illegal dumping offences under s117 of the *Waste Reduction and Recycling Act 2011*
 - ◊ a dog attack that has resulted in either bodily harm, grievous bodily harm or death to a person or animal. The letter must state that the request is made under s207A of the *Animal Management (Cats and Dogs) Act 2008*, detail the injury that occurred as a result of the attack and confirm that all other reasonable methods of identifying the person responsible for the dog have been exhausted
- an official request on letterhead specifying the Qld or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
 - a copy of official approval by the chief executive of TMR allowing access to the information.

J. Authorised statutory entity (government department)

You must provide one of the following:

- an official request on letterhead quoting the Qld or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
- a copy of official approval granted by the chief executive of TMR allowing access to the information
- if the Queensland Police Service, an official request on letterhead.

K. Authorised statutory entity (other than a local government or government department)

You must provide one of the following:

- an official request on letterhead of the entity established under an Act of Qld, another State or the Commonwealth, explaining that information is needed for matters about regulated parking or for enforcing a law about vehicles in an area under its control
- an official request on letterhead specifying the Qld or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
- a copy of official approval by the chief executive of TMR allowing access to the information.

7. Search required

- Search by name Go to Question 8
 Search by vehicle/ship details Go to Question 9

8. Name search

Note: If a search is needed on each vehicle/ship in a name, a fee applies to each vehicle/ship searched.
 Name searches can be performed if you are able to provide the following additional information:

(a) For a search of a registration in a person's name -

Given name

Family name

Date of birth
 and/or

Last known address

Postcode

or

(b) For a search of a registration in an organisation's name -

Organisation's name

Last known address

Postcode

9. Vehicle/ship search

Vehicle/ship registration number

Make of vehicle/ship

Name of the ship Body shape/ship design

Vehicle identification number/Hull identification number/
 Chassis Number/Engine number

10. Do you require this search to show the registration details at a specific date?

No Vehicle/ship registration details as at the date this application is lodged will be provided.

Yes Date

Note: Release of registration records prior to 9 June 1998 attracts a higher fee.

11. Conditions of use

- By requesting and accepting the information I agree:
- to use the information only for the express purpose stated on this form, unless required or authorised by state or Commonwealth law
 - to treat the information as confidential
 - to ensure that any personal information contained in the extract (being the name and/or address of any current or previous registered operator or any other information which may identify such persons), is protected against misuse, including unauthorised access, use, modification or disclosure
 - to ensure that the only recipient, or authorised personnel of the recipient (such as an employee, but not a subcontractor), have access to the information
 - to make authorised personnel of the recipient aware of these conditions
 - not to disclose the information to any party (which includes subcontractors), without prior written approval from TMR or unless required or authorised by state or Commonwealth law
 - not to transfer the information outside of Australia (physically or electronically) without the prior written consent of TMR
 - to ensure that the information is kept only for as long as necessary, having regard to the purpose it was provided or as otherwise required by state or Commonwealth law

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continued page 4...

- to ensure that the information is destroyed or any personal information is de-identified in a secure manner once the information has been used for the purpose provided and retention is no longer required by state or Commonwealth law
- to immediately notify TMR upon becoming aware of any breach of these conditions.

12. Declaration

I understand that TMR has an obligation to protect the information contained in its register of vehicle and ship registration records. I understand that in order to do so, my request may be referred to TMR's Right to Information and Privacy Unit for processing under other arrangements.

I agree to only use information obtained from TMR's register of vehicle and ship registration records for reasons stated in this application and in accordance with the conditions of use detailed in section 11 above.

I agree that no responsibility or liability attaches the chief executive of TMR or his or her servant or agent for any loss or damage, however caused arising out of or incidental to the supplying by the chief executive of any information that is wrong in any detail or particular.

I consent to TMR verifying my evidence of identity documents or information with the issuing authority or their agencies.

Penalties apply where information from the register is misused or disclosed.

It is an offence to give false or misleading information under the Transport Operations (Road Use Management) Act. Maximum penalty may exceed \$7000.

Name in full (please print)

Applicant's signature

Date

Privacy statement: TMR collects the information on this form to record and manage requests for a document of TMR. Your personal information will not be disclosed to a third party without consent unless required or authorised to do so by law.

Office/Agent Use Only

Signature verification by the Issuing Officer

I certify that the relevant supporting documents and evidence of identity documentation were sighted by me.

Signature of Issuing Officer

Issuing Office

Evidence of Name/Identity

Queensland Driver Licence/Adult Proof of Age or Photo Identification Card number

Other identification