



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

Transport Operations (Road Use Management) Act 1995  
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](http://www.qld.gov.au) for EOI requirements. For private individuals lodging from outside Queensland (Qld) or in remote Qld you must provide a certified copy of your Qld Driver Licence. Supporting documentation as detailed in (A) to (M) on pages 2 and 3. A fee is payable.

## 1. Do you or your organisation have a Department of Transport and Main Roads Customer Reference Number (CRN)?

For private individuals the CRN is your departmental Driver Licence number or Adult Proof of Age (APA) or Photo Identification (Photo ID) Card number.

No  Complete a *New Customer Application (Individual)* (form F3503).

Yes  What is your CRN?

## 2. In what capacity are you requesting this information?

As a private individual  Go to Question 5

On behalf of an organisation  Go to Question 3

## 3. Is the organisation in a business or trusteeship name?

No  Go to Question 4

Yes  Please provide the following details.

Business/Trusteeship name

Street address

Postcode

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

Postcode

Who is the proprietor of this business or trusteeship?

A private individual  Go to Question 5

A registered company  Go to Question 4

## 4. Company/Organisation details

Australian Company Number (if applicable)

Organisation name

Street address

Postcode

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

Postcode

Go to Question 6

## 5. Private individual's details

Full name (please print)

Residential address

Postcode

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

Postcode

## 6. How will you be submitting this search request?

To a departmental customer service centre  Go to Question 7

By facsimile to CITEC Confirm  Go to Question 8

By mail to the department (customers outside Qld only)  Go to Question 9

## 7. Are you sending a representative/employee to lodge this application on behalf of your organisation?

No  Go to Question 9

Yes  The representative/employee will need to provide a letter of authority (only valid for this request) or evidence of employment with your organisation and your identification. Go to Question 9

## 8. Are you registered with CITEC Confirm as a client?

No  You will need to contact CITEC directly to register. Please phone 3222 2700 or 1800 773 773 outside Brisbane.

Yes  Please provide the following details.

CITEC Confirm Account Code

Your phone number

Your fax number

Your email address

## 9. Reason for request

For what reason is this information requested?

## 10. 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 accident/incident  Go to (A)

Family court  Go to (B)

Bankruptcy  Go to (C)

Fraud  Go to (D)

Court order  Go to (E)

Criminal injury compensation  Go to (F)

Or

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

Registered operator  Go to (G)

Registered operator representative  Go to (H)

Deceased registered operator representative (including Public Trustee)  Go to (I)

Local authority  Go to (J)

Government department  Go to (K)

Statutory authority  Go to (L)

continued page 2 ...

## Question 10 continued...

**(A) Vehicle/Ship accident/incident**  ACCD

(where property damage has occurred or hit and run pedestrian)

You must provide:

- an official request on letterhead detailing the incident/accident and personal injury (if applicable) from either an insurance company or solicitor/lawyer

or

- a Statutory Declaration describing the accident, which must include vehicle/ship details (registration number, make/description of vehicle); and either
  - o a vehicle repair quote; or
  - o police motor vehicle incident report (available through CITEC); or
  - o a copy of any available witness statements, which must include the full name and address of the witness.

**Note:** The registration number being searched must be for the vehicle/ship that was involved in the accident/incident. Under no circumstances can a search be conducted to trace actual or possible witnesses.

**(B) Family Court**

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

**Litigation not yet commenced**  LEGL

Solicitors/lawyers must provide:

- an official request on letterhead stating litigation is about to start and that the person's address is needed from the register as the last known address is wrong and the address is needed to serve/file Family Court documents

or

- a copy of the proposed claim to be lodged to the Family Court (fully completed except for the defendant's address)

or

- a Family Court order (must be against the person for whom the information is being requested).

**Finalising court matters**  COUR

Solicitors/lawyers must provide:

- a Family Court or legal document detailing the Family Court matter

or

- an official request from a solicitor/lawyer detailing the Family Court matter with the case number.

**(C) Bankruptcy****Litigation not yet commenced**  LEGL

An insolvency entity/receiver/trustee/solicitor must provide:

- an official document or request on letterhead advising that they are exercising powers under the *Bankruptcy Act 1966 (Cwth)* or *Corporations Act 2001 (Cwth)*.

or

- a copy of the proposed claim taken by the insolvency entity/receiver/trustee/solicitor exercising powers under the *Bankruptcy Act (Cwth)* or *Corporations Act (Cwth)* relating to external administration (fully completed except for the defendant's address).

**Finalising court matters**  COUR

An insolvency entity/receiver/trustee/solicitor must provide:

- an official request on letterhead from the insolvency entity /receiver/trustee exercising powers under the *Bankruptcy Act* or *Corporations Act (Cwth)*.

**(D) Fraud**

(A person transfers a vehicle out of the registered operator's name without consent).

**Litigation not yet commenced**  LEGL

You must provide:

- a copy of the proposed claim to be lodged in court (fully completed except for the defendant's address); and

- a Statutory Declaration from the previous registered operator making the claim that states: the fraud alleged, that litigation is about to be commenced and that the person's address is needed from the register as there is no accurate existing address and that the claim will be lodged in court when the address is found;

or

- a court or legal document (must be against the person for whom the information is being requested).

**Finalising court matters**  COUR

You must provide:

- a court order (must be against the person for whom the information is being requested)

or

- an official request detailing the court matter with the case number

## Question 10 continued...

**(E) Court order**  COUR

You must provide:

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

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

**(F) Criminal injury compensation**  COUR

You must provide:

- an official request on letterhead from a solicitor/lawyer which states that the information is required to obtain payment under a criminal injury compensation order made under either section 66B of the Criminal Code (repealed) or the *Criminal Offence Victims Act 1995* (repealed)

or

- a court order that expressly refers to 'criminal injury compensation' against the person for whom the information is being requested, which must be granted in favour of the person requesting the information.

**(G) Registered operator**  EXEC

You must provide:

- identification of the registered operator.

**(H) Registered operator representative**  EXEC

You must provide:

- written consent from the registered operator; and
- representative identification; and
- a copy of the registered operator's identification.

**(I) Deceased registered operator representative**  EXEC

You must provide:

From a solicitor/public trust

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

or

From anyone else

- evidence that you are the executor or administrator of the estate (e.g. Will or Letters of Administration). If there is no Will or Letters of Administration, provide a letter declaring that you are entitled to the information as the deceased's next of kin under the *Succession Act 1981*; and

- a copy of the death certificate/funeral notice.

**(J) Local authority**  LAUT

Not included are matters about animals locked in cars or dangerous animals in cars (other than a serious dog attack as outlined below).

You must provide:

- an official request on letterhead explaining that information is needed for matters about:

- regulated parking or for enforcing law about vehicles in an area under its control

- 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.

or

- a copy of official approval by the chief executive of the department allowing access to the information.

**(K) Government department**  GOVT

You must provide:

- an official request on letterhead quoting the Queensland or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information

or

- a copy of official approval by the chief executive of the department allowing access to the information

or

- an official request on letterhead from the Queensland Police Service.

**(L) Statutory authority**

You must provide:

- an official request on letterhead explaining that information is needed for matters about regulated parking or for enforcing law about vehicles in an area under its control
- or
- an official request on letterhead quoting the Queensland or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
- or
- a copy of official approval by the chief executive of the department allowing access to the information.

**11. Searches**

- Search by name  Go to Question 12  
 Search by vehicle/ship details  Go to Question 13

**12. Name searches**

Name searches may be made if you are able to provide the following additional information.

**Note:** If a search is needed on each vehicle/ship in the name, a fee applies to each vehicle/ship searched.

**(a) For a search of a registration detail in a persons' name -**

Given name

or

Family name

Date of birth  And/or

Last known address

Postcode

or

**(b) For a search of a registration detail in a corporation name -**

Corporation name

Last known address

Postcode

**13. Vehicle/ship details search**

Vehicle/Ship registration number  Make of Vehicle/Ship

Name of the Ship  Body shape/Ship design

VIN/HIN/Engine number

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

- No  Vehicle/Ship registration details as at the date this application was lodged will be provided.
- Yes  As at what date

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

**15. 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 use reasonable endeavours 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 use reasonable endeavours to ensure that only the 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 the department 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 the department
- 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 or commonwealth law
- 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 the department upon becoming aware of any breach of these conditions.

**16. Declaration**

I understand that the department has an obligation to protect the information contained in its Vehicle and Ship Management System database. I understand that in order to do so, my request may be referred to the department's Right to Information and Privacy Unit for processing under other arrangements.

I agree to only use information obtained from the Vehicle and Ship Management System database for reasons stated in this application and in accordance with the conditions detailed in section 15 above.

I agree that no responsibility or liability attaches to the chief executive of the department 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 the department 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.

Making false or misleading statements in this form could lead to a fine being issued.

Name in full (please print)

Applicant's signature

Date

**Warning**

Any information which has been provided relating to any matter arising under the *Motor Accident Insurance Act* should in all cases be verified with the particular insurer before action is commenced.

**Privacy Statement:** The department collects information on this form to administer the register of vehicles under the *Transport Operations (Road Use Management) Act* and ships under the *Transport Operations (Marine Safety) Act*. This information may be used and released by the department under the provisions stated in these Acts and Regulations. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

**Office 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 \_\_\_\_\_

**Proof of Name/Identity**

Queensland Driver Licence/  
APA or Photo ID Card number \_\_\_\_\_

Other ID \_\_\_\_\_