



Important information

- Before applying to renew your accreditation as an approved examiner (AE), 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. In particular, AIS Information Sheet 15 - Renewing your approved examiner accreditation and AIS Information Sheet 17 - Approved examiner responsibilities.
If your AE accreditation expires you cannot conduct vehicle inspections for the purpose of issuing inspection certificates until your renewal application has been approved by TMR and you have received your new AE accreditation document.
To allow sufficient time to process your renewal application, it is recommended that you lodge your application one month prior to your expiry date.
Application fees apply to renew your AE accreditation and must be paid at a TMR transport and motoring service centre before you lodge your application. For more information about fees to renew your AE accreditation, please visit www.tmr.qld.gov.au/business-industry/Accreditations/Approved-inspection-station-scheme/Approved-inspection-station-fees.
To find your nearest TMR transport and motoring service centre, please visit www.tmr.qld.gov.au/About-us/Contact-us.
The TMR transport and motoring centre will forward your documents, including your receipt for the renewal application and the criminal history check (CHC) fee to the AIS Administrator for assessment and processing.
Your completed application and fee receipt can be sent:

by email: AIS@tmr.qld.gov.au

by mail: 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 a QGAP office. For more information about locations, please visit www.tmr.qld.gov.au/About-us/Contact-us.

1. Personal details

Your Customer Reference Number (CRN) is your Queensland Driver Licence number or your Adult Proof of Age Card/Photo Identification Card number.

Form fields for personal details including CRN, AE number, AE expiry date, Family name, Given name/s, Date of birth, Residential address, Postal address, Daytime contact telephone number, and Mobile phone number.

2. Electronic communication and consent

Do you agree to TMR communicating with you by email?

No [ ] Yes [ ] Please provide one email address

Email address input field

3. Since you last applied for accreditation as an AE have you been charged with or convicted of a criminal offence in Australia or New Zealand?

Yes [ ] Tick relevant box below:

- Australia [ ]
New Zealand [ ]
Both Australia and New Zealand [ ]

No [ ] It is an offence under the Transport Operations (Road Use Management) Act to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty may be more than \$8000.

**4. Fees**

If you have not had a CHC undertaken by TMR within the last three months from the date this application is lodged, you must pay the AE renewal application and CHC fee. CHC reports issued directly to applicants by Queensland Police Service or from a third-party provider will not be accepted.

**Have you paid the AE renewal application fee?**

Yes  No  Your application cannot proceed.

**Have you paid your CHC fee?**

Yes  No  Your application cannot proceed unless TMR has undertaken a CHC within the last three months.

**5. Applicant declaration**

I give my consent for TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold an AE accreditation, including, but not necessarily limited to:

- a national CHC through the Queensland Police Service and a New Zealand CHC 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
- a driving history check in all states and territories of Australia
- 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 AE accreditation
- verifying evidence of identity 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 AE accreditation.

I give my consent to TMR taking, keeping and using my personal information for the issue of an AE accreditation under the Transport Operations (Road Use Management) Act or otherwise authorised by law.

Applicant's name	Applicant's signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Privacy Statement:** TMR is collecting the information on this form under the Transport Operations (Road Use Management) Act for the purpose of administering the AIS scheme. Where required, TMR usually discloses some or all of this information to the Queensland Police Service and interstate and federal government agencies. TMR will not disclose your personal information to any other third party without your consent unless authorised or required to by law.

**Office use only**

Has evidence of identity been sighted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Application cannot proceed
Has the application for approval as approved examiner fee been paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Application cannot proceed
Has the CHC fee been paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Application cannot proceed unless TMR has undertaken a CHC within the last three months
If the applicant has answered Yes to Question 3, has a New Zealand CHC been processed in TICA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable

**User ID**

**Office stamp:**

1. Scan the application form and receipt.
2. Email the scanned documents from the CSC mailbox to the AIS Administrator at AIS@tmr.qld.gov.au
3. Place the original application with the CSC operator's daily filing (under 'Other') for that day.