

To apply to register a vehicle (car, truck, trailer or motorcycle), visit a Service NSW Centre with this completed form.

For more information, read page 4 of this form or visit our website.

To receive your registration renewal notice by email, visit service.nsw.gov.au and opt in to Digital Vehicle Registration.

Office use

Plate number issued

Attachments

Tick if safety label plates provided

1. Is the vehicle to be registered in the name of:

- an individual ► **go to 2**
 an organisation ► **go to 3**

2. Individual details

NSW Driver Licence/Customer number

Surname

Given name(s)

Date of birth

go to 4

3. Organisation details

Customer number

Organisation name

ACN or ARBN

ABN

4. Address and contact details

Residential or organisation address

State Postcode

Mailing address (if different to above)

State Postcode

Vehicle's garage address (if different to above)

State Postcode

Email address

Mobile

Courtesy name (if applicable)

Fleet manager or leasing company (if applicable)

Customer number

Name and postal address of fleet manager

State Postcode

5. Is the vehicle new?

No ► Previous number plate (if known)

Yes ► VIN/Chassis number

6. Purchase/acquisition details

Sale price or market value (whichever is higher)

For stamp duty charges see information on page 4.

Same registered operator

No ► Date of purchase/acquisition

Yes

7. Type of use intended for the vehicle

- Private used substantially for social, pleasure or domestic purposes
- Business business use unless covered by another usage
- Rental a motor vehicle which is let out for hire without a driver
- Resale second hand vehicle held for resale by licensed motor dealers
- Demonstrator demonstration vehicle used by licensed motor dealers

Other - please specify

For some registration usage types, you may need to provide accreditation, a licence or a declaration. This includes taxi, tourist, charter service, hire car, private hire vehicle, tow truck and others.

8. For heavy vehicles over 4.5 tonnes GVM what is the nominated configuration code?

(see nominated configuration code at nsw.gov.au)

9. Do you wish to apply for a registration concession?

(for example, pensioner, primary producer, charitable organisation)

No

Yes ► You must prove that you are eligible and may be asked to sign a separate declaration.

10. Declaration

Warning

Any person who by false statement or misrepresentation obtains or attempts to obtain a Certificate of Registration is liable to a penalty that may be in excess of \$2,200.

I declare that:

- The information on this form is true and complete
- If the vehicle has Special Number Plates I have read and accept the number plates terms and conditions for Special Number Plates available at any service centre or on the myplates website myplates.com.au

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by a false statement or any misrepresentation or other dishonest means.

Signature

Print name and capacity (if representing an organisation)

Date

11. Representative authority

This is only required if you need to authorise another person to complete the registration process.

I declare that the person named below is my authorised representative for this transaction.

Registered operator signature Date

Day / Month / Year

Print name and capacity (if representing an organisation)

Representative details

NSW Driver Licence/
Customer number

Date of birth

Surname

Given name(s)

Representative signature

Date

Personal Information Collection Notice

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law. Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at transport.nsw.gov.au or phone 13 22 13 to request a copy.

In addition, where your application concerns Special Number Plates, we will also use your personal information in connection with the operation of our Special Number Plates business. We may disclose your personal information to any Concessionaire appointed by us to manage our Special Number Plate business. We or the Concessionaire may communicate with you in relation to your Special Number Plates. For more information about Special Number Plates or the Terms and Conditions please visit myplates.com.au

Office use - Dealers and service centres only (Bundle C)

Mailing address checked on DRIVES (if applicable)

Proof of registration entitlement (PORE)

Proof of identity record

Person

Stand-alone or primary proof

Document number

Secondary proof (if necessary)

Dealer

Proof of identity checked

Organisation

ACN or ARBN verified from: (specify document)

Verified by:

Name

Signature

Dealer number or service centre

Date plate issued

Fleet common expiry date

To register the vehicle

You or an authorised representative will need to attend a service centre. If you are an individual and send a representative, you must complete the representative authority.

For an organisation, the executive officer or authorised contact must sign the declaration. If the executive officer or authorised contact does not attend the service centre to register the vehicle, the representative authority will need to be completed.

For an incorporated association, it is the public officer who must sign. In all cases, the person attending the service centre must provide proof of their identity.

You must bring:

- Proof of your identity.
- Proof of registration entitlement, an original receipt which shows your name, the sellers name, address, signature, date of purchase, amount paid, plate number and VIN/Chassis.
- Transport for NSW copy of your compulsory third party (CTP) insurance certificate (not required if transferred electronically).
- The inspection report. An inspection report is valid for 42 days (not required for most new light vehicles).
- The old number plates if previously registered and still in your possession.
- For home-made new trailers being registered for the first time, a Proof of Registration Entitlement form must be completed at the service centre.

For more information on acceptable documents, visit nsw.gov.au

If the vehicle is second hand

You will need to complete page 1 and 2 of this form and have the vehicle inspected and identified. To find an inspection station near you visit nsw.gov.au or contact Service NSW on **13 22 13**. The examiner should complete page 3 of this form and give you an inspection report.

To find out what documents you need to register a second hand vehicle, visit nsw.gov.au

If the vehicle comes from a motor dealer with a Dealer Vehicle Registration Scheme (DVRS) Agreement

If the vehicle is new or second hand and being registered by the motor dealer, the dealer will complete page 3 of this form and tell you what you need to do.

If the vehicle is new and not being registered by a DVRS motor dealer (light vehicle only)

You will need to complete all pages of this form including the declaration at section 14c. You will also need to provide a copy of the RAV entry for the vehicle. You can get this by visiting rav.infrastructure.gov.au and entering your VIN.

To find out what other documents you need to register a vehicle, visit nsw.gov.au

Age requirements

To register a vehicle in your name you must be at least 16 years of age for a light vehicle (i.e. 4.5 tonnes GVM or less) and at least 18 years of age for a heavy vehicle (i.e. more than 4.5 tonnes GVM)

You must have a Transport for NSW customer number

If you don't already have a NSW driver licence or customer number, visit a Service NSW Centre with your proof of identity. For more information on acceptable proof of identity documents for individuals or organisations, visit nsw.gov.au

You must provide Proof of identity (POI)

Your POI documents must be originals and must include your signature and your residential address.

You can use your current NSW Driver Licence or one which expired within the last two years. For a list of acceptable POI documents visit nsw.gov.au or call Service NSW on **13 22 13**.

Organisations

The proof of identity must be for the executive officer, authorised contact or representative. To set-up an authorised contact, complete form 5756 and visit a Service NSW Centre. To access this form and for a list of acceptable POI documents visit nsw.gov.au

Courtesy name

This field may be used to record an organisation name. This name will be recorded on the Certificate of Registration. The name recorded in this field is not the registered operator of the vehicle.

Address information

You must notify Service NSW of your new residential and mailing address within 14 days of moving.

Stamp duty charges

Stamp duty is collected by Transport for NSW on behalf of Revenue NSW when registration is issued to a different person, organisation or the vehicle is new or never previously registered. Stamp duty is based on the market value of the vehicle or the price you paid, whichever is greater.

Visit revenue.nsw.gov.au to use the stamp duty calculator.

If the vehicle is currently registered interstate, or has expired interstate registration, you must provide evidence that you have paid stamp duty. You can provide a current interstate Certificate of Registration. If the Certificate of Registration has been lost, a service centre can organise verification (a minimum of 48 hours required for this).

Terms and Conditions for the issue of Special Number Plates

The Terms and Conditions for the issue of Special Number Plates are available from myPlates. You can call myPlates on **02 9433 1600** or visit myplates.com.au

Hearing or speech impaired?

Call on the National Relay Service.

TTY users phone **133 677** then ask for **13 22 13**.

Speak and Listen users phone **1300 555 727** then ask for **13 22 13**.