

Queensland Driver Authorisation kit

General notice for Driver Authorisation applicants or holders residing interstate or in remote areas of Queensland.

This kit may be used when applying, renewing, or changing/replacing a Queensland Driver Authorisation.

Driver Authorisations include:

- Booked Hire/Taxi (BHTX)
- General (GENR)

Application Requirements

Application Form

You must complete the required application form. To ensure you have completed the correct form, refer to the following table: [Find a form \(Department of Transport and Main Roads\)](#)

Authority	Form
Driver Authorisation Application	F2978
Driver Authorisation Renewal	F2979
Change/Reinstate Driver Authorisation	F3167
Replacement Industry Authority	F4729
Return Card/Surrender Product - Industry Authority	F4836

Evidence of Identity Requirements

You must give evidence of your identity. You may do so by showing your Qld driver licence, industry authority, marine licence indicator or Photo ID Card. All cards must be current or expired by less than two years.

If you are unable to show one of the above cards, you will need to present three [evidence of identity](#) (EOI) documents, endorsed with the words "I have sighted the original documents and certify this to be a true copy of the original" and signed and stamped by an approved witness.

These EOI documents must include one category A and one category B document. The third document may be from either category.

Photographs

You are required to provide two identical colour photographs that meet the following requirements. If your photographs do not meet the criteria your application will be refused.

The photographs must be:

- Passport quality. Note: Automatic machine photographs are **not** acceptable (e.g. from a photo booth)
- 35mm wide x 45mm long in size and must not be more than 6 months old
- Printed on high-quality paper and using high resolution (preferably 600dpi or higher)
- Must not be manipulated, for example, by removing spots or softening lines
- Both photographs must be signed on the back by an approved witness. One photograph must be signed and endorsed on the reverse side by an Approved Witness with the words: "I certify this is a true photograph of *(the applicant)* in my presence".



The following guideline will help you provide suitable photographs so that your application is not delayed by having to submit new photographs that meet the required criteria

The photographs must show:

- a plain, light coloured background (e.g. white, cream or light grey)
- natural skin tones and have appropriate brightness and contrast, no flash reflections and no red eye. Note: Do **not** remove red eye in post production software
- show you with a neutral expression and mouth closed
- show you looking directly at the camera
- show you with no hair across your eyes
- show both edges of your face clearly
- no selfies
- a full front view of head and shoulders and not show you looking over one shoulder (portrait style) or with head tilted.
- you without glasses or sunglasses, even if normally worn for driving. Note: Glasses or eye patches may be accepted if a *Medical Certificate for Motor Vehicle Driver* (form F3712) states that eye protection is required to be worn by you as protection from the effects of flash photography.
- you without head coverings including hats, except for religious reasons, in which case facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.

Approved Witness List

You will also need to have your photographs and EOI endorsed by an Approved Witness. An Approved Witness is either a:

- Medical Practitioner
- Police Officer
- Consular or Ambassadorial Officer
- Solicitor, Barrister or Judge
- Justice of the Peace or a Commissioner for Declarations or
- Notary Public or a person authorised by law to witness and sign declarations.

Note: The witness must sign and print their full name, position title/designation and contact details (including office stamp). You may have to pay a fee to have the documents witnessed. All documents are to be witnessed in English or have an English translation.

Specimen Signature (form F2127)

A Specimen Signature (form F2127) must be submitted with your application unless you are surrendering all industry authority products that you hold or returning your card.

Please ensure that all sections of this form are completed, including both signature boxes. You must clearly print your name and the address where you want your new Industry Authority card posted to. This postal address will be recorded against your customer record and used for correspondence until otherwise advised by you. You will need to notify the department if there is a change to your postal address. You may do so by calling 13 23 80 or visiting *Services online* at www.tmr.qld.gov.au.

Consent form – NSW driving history declaration

If you have held a NSW driver licence in the last 5 years, it is a requirement that TMR request your driving history from that state of Australia to assess your suitability to hold a Qld Industry Authority. Consent must be given to authorise TMR to obtain this history from NSW.

Note: If you fail to complete the declaration, you will be required to obtain this information yourself, and a fee may be payable.



Medical certificate requirements

A *Medical Certificate for Motor Vehicle Driver* (form F3712) is required for all new applicants for driver authorisation or if you hold driver authorisation and your medical certificate is due to expire, or your medical condition has changed.

If you are required to provide a *Medical Certificate for Motor Vehicle Driver* then you must:

- complete Part One of the *Medical Certificate for Motor Vehicle Driver* (form F3712).
- complete the *Private and Commercial Vehicle Driver's Health Assessment* (form F3195) and give the form to the doctor assessing your fitness to drive.

The doctor assessing your fitness to drive must complete Part Two of the *Medical Certificate for Motor Vehicle Driver* (form F3712).

Fees

You may be required to pay a fee, depending on the type of application being lodged. If a fee is payable, it may be paid when the application is lodged in person at a participating remote Qld Police Service office or Queensland Government Agency.

Alternatively, the fee can be paid by:

- a money order made payable to 'Department of Transport and Main Roads'. This needs to be sent via mail with your application.
- Pay online by payment reference number – if you chose this option, once your application is lodged the Customer Service Centre will email you the amount to pay, the reference numbers and the link to the online payment portal.

Current fees can be found: [Licence fees | Transport and motoring | Queensland Government](#)

Note: Fees change each year on 1 July. If your application is received after 30 June or your authority expiry is after 30 June, you will be required to pay the new fee.

Lodgement

This kit may be lodged at a participating remote QGAP/police office. Once lodged, the application will be forwarded to the department for processing.

Alternatively, completed applications may be mailed to:

The Manager

Department of Transport and Main Roads

Mareeba Customer Service Centre

PO Box 1303

Mareeba Qld 4880

If your application is approved, a new card will be sent to you by mail. Please allow up to four weeks to receive your new card. If you are surrendering your card, a receipt will be sent to you by mail.

Please contact the department on 13 23 80 if you have any questions about your application.



Application Checklist

Use this checklist to ensure that you present/send the required documentation.

Incomplete applications will not be processed.

Forms

- Enclosed *Application Form* (see Application Form section) completed
- Specimen Signature* (form F2127) completed if required
- Medical Certificate for Motor Vehicle Driver* (form F3712) completed or other type of doctor's certificate (if required)
- If you have held a NSW driver licence in the last 5 years, you must complete the Consent Form – NSW driving history request declaration
- Any other relevant documents to support your application, as specified on the Application Form

Evidence of Identity

- Witnessed photocopy of your Qld driver licence or Industry Authority card (current or expired less than two years) or alternative documents as per Evidence of Identity Requirements for Individuals (form S5385)

Photographs

- Two (2) identical colour photographs, if required

Fee

- Applicable fee amount (see [Licence fees | Transport and motoring | Queensland Government](#) for information about current fees).



Consent form – Request NSW driving history declaration

If you have held a NSW driver licence in the last 5 years, it is a requirement that TMR request your driving history from that state of Australia to assess your suitability to hold a Qld Industry Authority. Consent must be given to authorise TMR to obtain this history from NSW.

Note: If you fail to complete the declaration, you will be required to obtain this information yourself, and a fee may be required.

CUSTOMER CONSENT FORM

I give my consent for the Department of Transport and Main Roads (TMR) to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold a Queensland Industry Authority, including, but not necessarily limited to:

- 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 the department to make a full and informed assessment of my suitability for a Qld Industry Authority.

Full Name: _____

Signature: _____

Date: _____



Your Digital photo... the right way



Right



Chin too high



Chin too low



Tilted right



Tilted left



Ear cropped



Right



Features covered



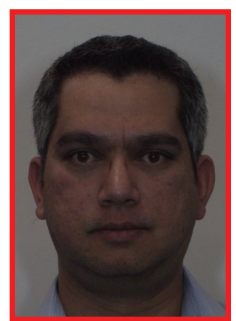
Turned right



Turned left



Colour tinted



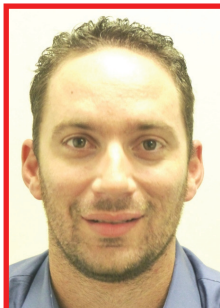
Greyscale



Right



Hair over face



Mouth open



Eyes partly closed



Smiling



Wearing glasses