

### Source of Information

The Queensland Driver's Licence search is obtained with your express consent from the Queensland Department of Transport and Main Roads.

### Information Required for the Order

-  You must complete and sign the QLD Form: *Australia DL QLD Form*. **The original document must be supplied to the local fulfillment provider. Instructions are provided here: [Submission Instructions](#).**
-  You must provide a copy of your Queensland Driver's Licence, or similar identification document if you do not currently possess a Queensland Driver's licence.
- !** **The QLD Department of Transport and Main Roads will contact you via the daytime contact number you listed in section 6, to provide you with a telephone number to call them for the verbal consent for the information to be released to the local fulfillment provider.**
-  You will not need to make any payment for this request.

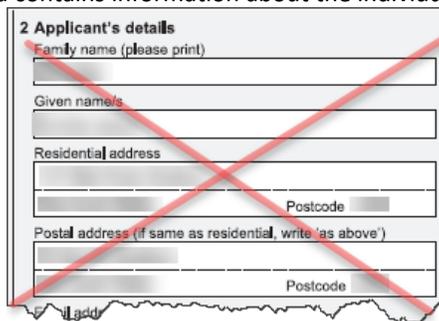
### Instructions for Completing Forms or Consent

Complete the *Australia DL QLD Form* (Release of Information Application). Sections of this form have been pre-populated for you.

Some sections refer to "Applicant". This reference may not be for you – in some cases it refers to the individual who will be obtaining the record on your behalf.

-  Section 1 through 3 has been completed for you. You do not need to add any information.

Section 1 and 2 refer to "Applicant's details". In spite of the reference to "Applicant", this section does not pertain to you. This area contains information about the individual who will be obtaining the driving record on your behalf.



**2 Applicant's details**

Family name (please print)

Given name/s

Residential address

Postcode

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

Postcode

- ✓ Starting on section 4 through section 7, this is the area which needs to be populated with your details.

**4 Have you changed your name?**

No

Yes  You are required to show a change of name document. Please provide details of your document.

**Change of name (please print)**

Document type (e.g. Qld BDM issued Marriage Certificate)	Document number (e.g. 001000)	Registration year (e.g. 2010)

In section 5, for the type of application, we have pre-populated the Traffic History. Do not change this. Disregard the reference to fees; any fees are paid for by the requesting organization as part of the search process.

**5 What information or documents are you applying for?**  
(visit [www.qld.gov.au/transport](http://www.qld.gov.au/transport) for applicable fees)

(a) **Driver licence**

Driver licence details (fees apply)     Driver licence history (fees apply)

Traffic history (fees apply)

(b) **APA card**

APA card details

In section 6, fill out this information for yourself. In the field requesting a daytime telephone number, provide a number for the QLD Authorities to contact you to confirm your consent. Provide a number that you can be contacted during business hours. A cell phone number is best, as the Authorities will attempt contact via text. If you provide a landline number, the Authorities will attempt to call during their business hours, and they will **NOT** leave a voice message. If you provide a mobile number, they most likely will text but may also attempt a call.

**6 Details of the person whose information or documents you are applying for**

Family name (Please PRINT)

Given name/s    Male     Female

Residential address

Postcode

Qld driver licence number

Daytime contact phone number    Date of birth (Day / Month / Year)

Town and country of birth

Eye colour    Height (cms)    Hair colour    Complexion

Section 7 requires your signature and date.

- ⊘ Section 8: DO NOT COMPLETE THIS SECTION. This is completed by the local fulfilment entity.

**8 Applicant's declaration**

~~I declare that I have read all the answers I have given to the questions in this application and that the answers are complete, true and correct in every detail. I understand that I may be prosecuted for giving or stating any false or misleading information or documents.~~

~~I consent to the department taking, keeping and using my personal information or documents for the purposes associated with my application as required.~~

- 📎 Provide a copy of your Queensland Driver's Licence with your application, or similar identification document if you do not currently possess a Queensland Driver's Licence.
- ⊘ You do not need to include payment with your application. The background screening company will do this for you.

### Secondary Consent

Once the QLD Department of Transport and Main Roads receives your original form, they will contact you, via the phone number provided in section 6, to provide verbal consent that PeopleCheck is allowed to obtain the details on your behalf.

## ***Avoiding Common Errors***

The most common error we see is that Section 8 of this form is signed rather than or in addition to Section 7. **It is critical that only Section 7 is signed.** Signing Section 8 alone will cause the document to be rejected and the entire process will need to be restarted.

## ***Submission Instructions***

- ✓ Double check the form to make sure you have completed all required fields.
- ✓ Double check the copies of your identification and proof of residence to make sure they are legible.

**Queensland requires that the original Queensland Release of Information Application be sent with the request.** Send the original *AU DL QLD Form* along with a copy of your driver's license or similar document to:

PeopleCheck,  
PO Box 40,  
Boolaroo, NSW 2284, Australia

It is recommended that a copy of this form and your ID be submitted in the ordering portal, once you have sent the original form and copy of ID to the local fulfillment provider.

## Notice of Processing

The Company (current employer, prospective employer, or housing provider where I have applied, or other requestor) has asked a third-party service provider to process this background check request. Sub-processors will be involved in completing this request.

The information will be obtained from the source by a local fulfillment provider, PeopleCheck Background Checking. ([www.peoplecheck.com.au](http://www.peoplecheck.com.au))

By submitting your forms to The Company, you provide consent for the disclosure of your personal information and to PeopleCheck to undertake these enquiries.

Additional instructions will provide the list of information needed from you for this background check.

I acknowledge that I allow PeopleCheck to undertake the relevant background checks and release the relevant information to The Company and its sub-processors.

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(Signature)

(Date DD/MM/YYYY)

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Printed Name:



## 5 What information or documents are you applying for?

(visit [www.qld.gov.au/transport](http://www.qld.gov.au/transport) for applicable fees)

### (a) Driver licence

- Driver licence details (fees apply)  Driver licence history (fees apply)  
 Traffic history (fees apply)

### (b) APA card

- APA card details

### (c) Photo ID card

- Photo ID card details

### (d) Marine licence indicator

- Marine licence indicator details  
 Marine licence indicator history

### (e) Industry authority

- Current industry authority details  
 Industry authority history

Which category?

- Dangerous goods driver  Driver Authorisation  
 Driver trainer  Escort vehicle driver  
 Pilot vehicle driver  Rider trainer  
 Tow truck assistant  Tow truck driver  
 Traffic controller

### (f) Other information

- Address history (fees apply)  Name history

### (g) Is this information or document required for a specific period?

No

Yes  Period from  /  /  To  /  /

**Note:** Go to section 8 if you are applying for your own information.

If you are applying for another person's information, sections 6 and 7 must be completed to provide their details and confirm their consent.

## 6 Details of the person whose information or documents you are applying for

Family name (please print)

Given name/s

Residential address

  
 Postcode

Qld driver licence number

Daytime Australian contact phone number Date of birth

 Day / Month / Year

Town and country of birth

## 7 Driver licence, industry authority, Marine Licence Indicator, APA card or Photo ID card holder's authorisation

I authorise the department to release information or documents relating to my Qld driver licence, industry authority, Marine Licence Indicator, APA card or Photo ID card to the person described in section 1 Applicant's details. I give permission for the authorising person to contact me to verify any statement made by me in this application. I agree to give any further information that the authorising person may ask for.

Card holder's signature

Date

## 8 Applicant's declaration

I declare that I have read all the answers I have given to the questions in this application and that the answers are complete, true and correct in every detail. I understand that I may be prosecuted for giving or stating any false or misleading information or documents.

I consent to the department taking, keeping and using my personal information or documents for the purposes associated with my application as required under the relevant transport Acts and the *Photo Identification Card Act* or otherwise authorised by law.

I consent to the department verifying my EOI documents or information provided by me with the issuing authority or their agencies.

Applicant's signature

Date

It is an offence under the relevant Transport Act or the *Photo Identification Card Act* to state anything or give a document to an authorised person if you know it contains false or misleading information. Penalties apply.

**Privacy Statement:** The department provides this form under the provisions of the Acts nominated on this form so that you may apply for a copy of your own information or documents or another person's information or documents that are held by the department. The information, documents and digital photo collected for the purpose of this application may be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service as allowed under the relevant transport Acts or otherwise authorised under the *Police Powers and Responsibilities Act 2000*. The department will not disclose your information, documents, digitised signature or digital photo to any other third parties without your consent unless required or authorised by law.

## Office use only

- Applicant's details confirmed in TRAILS/TICA  
 Applicant's EOI confirmed  
 1:1 match performed  
 Licence, industry authority, Marine Licence Indicator, APA card or Photo ID card holder has been contacted and their statements made on this form have been verified

Comments

Application approved

Application not approved

Comments

Authorising person's signature

Date

Office stamp

Application filed Document/File ID

Filing person's name

Signature

Date