

The Victoria Driver's Licence search is obtained, with your consent, from Vic Roads.

Instructions for Completing the Australia Driver Licence VIC Roads Form

1. Please use the attached version of the form.
2. Complete the form **electronically/digitally by typing in your information**. VicRoads do not accept manually hand-written forms.

Tip: If you are on a mobile phone you could install 'Adobe Fill & Sign' from the app store.

3. Do not change the 'Applicant details' section.
4. **You need to complete the 'Individual/Organisation Being Searched' section with any fields highlighted in 'yellow'.**
5. The 'Surname' and 'Given name(s)' you use must match the names on your driver license.
6. The 'Residential address' must be your full address, including suburb and city name.
7. You can sign 'Authorising signature' using an electronic signature or a handwritten signature - but do not use a typed signature.
8. Don't forget to add the 'Date' you are signing, as DD-MM-YYYY.

For, example, enter your 'Driver licence no.' into this field:



The image shows a form field with the label "Driver licence/client no." in a yellow box. To the right of the label is a grid of 10 empty input boxes, each with a red border, intended for entering the license number digit by digit.

Upload the completed form into the Accurate Portal using "Choose files to upload" and we will submit it to Vic Roads on your behalf.

For, example on **Choose files to upload** select 'Choose files' to upload your completed form on this page:



The image shows a section titled "2. Choose files to upload" with the text "Supports: jpg, jpeg, png, pdf, doc, docx up to 15MB". To the right is a button with an upload icon and the text "Choose files".

Note: you will not need to make any payment for this request. We will handle this for you.

Note: you do not need to send directly to Vic Roads. We will handle this for you.

Note: under 'Applicant Details' we have listed Crystal Hambleton who is the authorized representative acting on your behalf. No need to edit this section.

In case of any questions, please reach out to **Accurate Background**

In Australia you can call us 24/7 on 0011-800-2224-3252 or you can email us

on customer_service@accurate.com or click on **Live Chat** and we would be happy to help you.

Complete this form to request licence and registration records held by VicRoads in relation to a third party (individual or organisation). The third party must sign the consent section before VicRoads can release the records. Please complete the white sections and sign below. Please print clearly in ink using BLOCK letters. Return this form together with the appropriate fee to VicRoads (visit vicroads.vic.gov.au for up to date fees).

Applicant details

Surname Hambleton	Given name(s) Crystal
Company name, organisation or agency CVCCheck	
Residential or company address PO Box 140 Osborne Park	Postcode 6 9 1 7
Postal address (if different from above)	Postcode
Contact name Crystal	Mobile phone no. (or other if not applicable) +61 8 9388 3000
Email	Account number (if applicable)

Individual/Organisation* being searched

Driver licence/client no.									
Surname	Given name(s)								
Company name and ACN (if applicable) N/A	Postcode N/A								
Residential or company address	Postcode								
Mobile phone no. (or other if not applicable) other	Date of birth (if applicable) <table style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

***If you are requesting a search for a company, a signed letter of authority on company letterhead must be attached to this application.**

Which records are you applying for?

Licence search

Driver licence/learner permit/client no.

- Licence verification letter (current status, type of licence/applicable condition/s and first issue date)
- Demerit points (list of any demerit point offence recorded within the last five years)
- Five-year driver history report (current status, type of licence and first issue date, list of any demerit point offence recorded within the last five years and all applicable convictions on VicRoads records)
- Complete driver history report (current status, type of licence/applicable condition/s and first issue date, a complete history of your demerit points and all applicable convictions on VicRoads records)

Information you would like included in your report: (e.g. address history etc.)

Registration search

Registration no. N/A	
VIN (or chassis no. if no VIN)	
Make	Model
Body type	Colour

Information you would like included in your report:
(e.g. address history, renewal payment dates etc.)

Consent of individual/organisation being searched

By signing this form, I declare that:

- I consent to VicRoads releasing my records, or records of the organisation I represent, to the applicant.
- I understand that the records VicRoads releases to the applicant might include details of convictions or any other information recorded against my name or organisation's name. In some cases, convictions might relate to non-driving offences. I consent to release this information
- I consent to my records or records of the organisation I represent being sent to the postal or email address nominated above.
- All information and/or documents provided by me is/are true and correct.

Providing false or misleading information is a serious offence and can result in you being fined or imprisoned.

Authorising signature	Date	D	D	M	M	Y	Y	Y	Y
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Payment

For payment by post, send this form together with the fee payable to: VicRoads, GPO Box 1644, Melbourne Victorian 3001 (cheque only). Payment can also be made at a VicRoads Customer Service Centre using Mastercard or Visa. A card payment fee will apply, for details visit vicroads.vic.gov.au.