

Queensland industry authority kit

General notice for Industry Authority applicants or holders residing in remote areas.

This kit is provided by the Department of Transport and Main Roads to assist you in applying for, renewing, changing or replacing your Queensland (Qld) Industry Authority from a remote area.

Queensland Industry Authority

The Industry Authority card displays all industry authorities that have been granted to you, which may include:

- driver authorisation for:
 - taxi services
 - limousine services
 - scheduled services
 - general services
 - motorcycle tour services
- tow truck driver and assistant certificates
- dangerous goods driver licence
- driver and rider trainer accreditation
- pilot and escort vehicle driver accreditation
- traffic controller accreditation.

Please read the following **Application Requirements** carefully and use the **Application Checklist** to confirm that all required documentation has been provided to ensure that your application can be processed.

Application Requirements

Evidence of Identity Requirements

You are required to provide a photocopy of your current Qld driver licence, industry authority, marine licence indicator or adult proof of age card which has been signed and stamped by an Approved Witness. The photocopy must be endorsed with the words "I have sighted the original document and certify this to be a true copy of the original".

Alternatively you may provide photocopies of 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. One of these documents must include your signature. If your Qld residential address is not shown on any EOI documents provided, you must also show an evidence of Qld residential address document.

If you have changed your name or the details of your name are different on the documents provided, you must show a change of name document from the relevant Australian Registrar of Births, Deaths or Marriages. Please refer to the attached *Evidence of Identity Requirements* (form F4362) for more information.

Approved Witness List

You will need to sign the application form in the presence of an Approved Witness, or local equivalent. You will also need to have your photographs 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.

Application Form

You must complete the required application form. To ensure you have completed the correct form, refer to the following table:

| Transaction | Form |
|---|-------|
| Driver Authorisation Application | F2978 |
| Driver Authorisation Renewal | F2979 |
| Change/Reinstate Driver Authorisation | F3167 |
| Tow Truck Driver/Assistant Application | F4481 |
| Driver Trainer and Rider Trainer Application | F3948 |
| Pilot/Escort Vehicle Driver Accreditation Application | F4483 |
| Dangerous Goods Driver Licence Application | F4486 |
| Traffic Controller Accreditation Application | F4115 |
| Replacement Industry Authority | F4729 |
| Return Card/Surrender Product - Industry Authority | F4836 |

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.

Medical certificate requirements

A *Medical Certificate for Motor Vehicle Driver* (form F3712) is required in the following circumstances:

- Driver authorisation – 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.
- Dangerous Goods – for all new applicants for a Dangerous Goods driver licence or if a medical condition is declared on renewal.

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).

Applications or renewals for a Tow Truck Driver/Assistant, Pilot/Escort Vehicle Drivers, Driver/Rider Trainers and Traffic Controller, where the applicant has declared a medical condition, must have their treating doctor complete the Medical Practitioner Certification section on the application form, to verify that they are mentally and physically able to perform the duties necessary for the role.

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 pale blue)
- 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
- 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.

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 Site. Alternatively, the fee can be paid by an Australia Post money order or a personal or bank cheque made payable to the "Department of Transport and Main Roads". Cash is not acceptable.

Current fees can be found on the department's website www.tmr.qld.gov.au.

1. **Note: Fees increase 1 July each year.** If your application will be received by the department after 30 June or your licence expiry date is after 30 June you must pay the new fee. You should allow for mail delays when determining the applicable fee. Any overpayment will be refunded.
2. Paying the incorrect fee may result in your licence being issued for a lesser term or your application being refused.

Lodgement

This kit may be lodged at a participating remote QGAP office. Once lodged, the application will be forwarded to the department for processing. Alternatively, completed applications may be forwarded, together with the relevant fee to:

The Manager

Department of Transport and Main Roads

Atherton Customer Service Centre

PO Box 446

Atherton Qld 4883

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 by telephone (07) 4091 8304 or facsimile (07) 4091 2668 if you have any questions about the processing of your application.

Application Checklist

Use this checklist to ensure that you present the required documentation to the QGAP office.

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)
- 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 F4362)

Photographs

- Two (2) identical colour photographs, if required

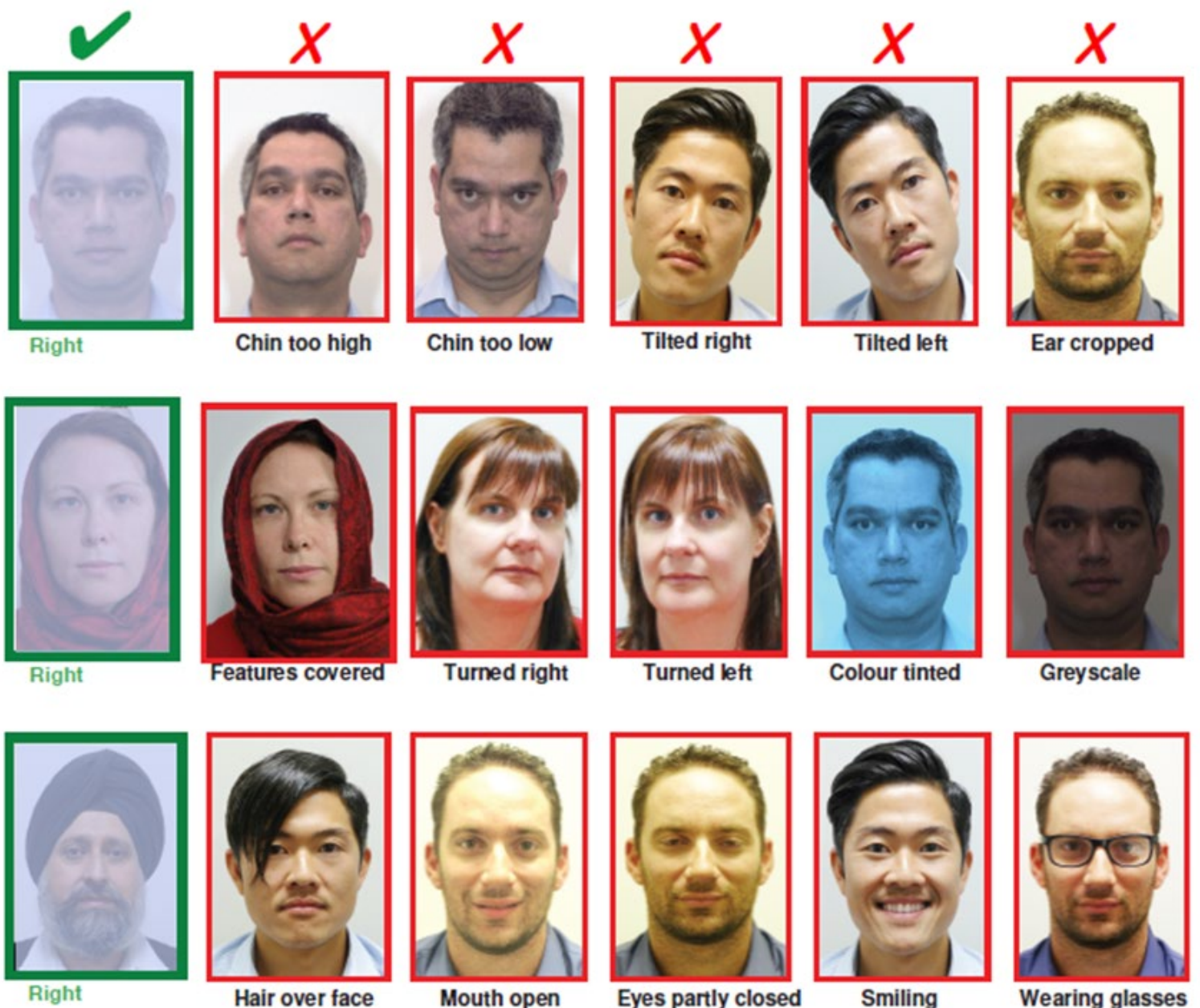
Fee

- Applicable fee amount (see www.tmr.qld.gov.au for information about current fees). Note: must be Cheque/Money order if posting in payment.

Your Digital Photo

A helpful guide on the right way to capture a digital licensing image

The Department of Transport and Main Roads (TMR) can assist you in applying for a photo identification card if you reside in a remote area of Queensland and can't get to a licence issuing office OR if your card has been lost or stolen. When you apply for a driver licence, photo identification card, marine licence indicator or industry authority in Queensland you may need to have your photo taken. These images will help you take your photo the correct way for processing.



For more information or to download a photo identification card kit please visit:
[Photo identification card | Transport and motoring | Queensland Government](#)
www.qld.gov.au