

Approved person information sheet for purchasing books of certificates of modification and/or modification plates

The Department of Transport and Main Roads (the department) requires that the following procedures be followed by Approved Persons (AP) when purchasing books of certificate of modification and/or modification plates. These procedures are in place to ensure the security of the sale and distribution of these certificates and plates.

Queensland based AP's can purchase books of certificates of modification and/or modification plates from departmental Customer Service Centre (CSC) or Queensland Government Agency Program (QGAP) office.

Interstate based APs can purchase books of certificates of modification and/or modification plates via mail by referring to form F1856 for details.

1 – Purchasing Modification Certificates and/or Modification Plates by a Queensland based AP

When purchasing modification certificates and/or modification plates, an AP must produce the following to a CSC or QGAP office:

- a completed application to purchase books of certificates of modification and/or modification plates form (F1856);
- the required fee (refer to the AP fee schedule for current fee);
- current AP Accreditation Document; and
- evidence of identity – refer to the evidence of identity (EOI) requirements for individuals and organisations form (F4362)

2 - Purchasing Modification Certificates and/or Modification Plates by a person other than the AP for a Queensland based AP.

An AP may nominate another person to purchase the modification certificates and/or modification plates, provided that in addition to the above requirements that person also produces to a CSC or QGAP office:

- a letter signed by the AP authorising the purchase of books of certificates of modification and/or modification plates on their behalf by the nominated person; and
- evidence of identity – refer to the EOI requirements for individuals and organisations (F4362)

3 - Purchasing Modification Certificates and/or Modification Plates by mail – applicable to Interstate APs only

Interstate APs may purchase books of certificates of modification and/or modification plates by mail from the Carseldine CSC. The AP must send the items as listed in section 1 above with the required fee, by cheque or money order only to the Carseldine CSC as listed on the application to purchase books of certificates of modification and/or modification plates form (F1856) ;

Further Information

Refer to our website www.tmr.qld.gov.au to download copies of and for further information about:

- Approved Person Scheme
- Approved Person Scheme information sheet
- Approved Person scheme fee schedule

Note: The application form will be retained by the department. A photocopy of the additional documentation may be taken by the customer service officer and retained for security purposes.

It is an offence under the *Transport Operations (Road Use Management) Act 1995* to produce to a government official a false or misleading document.

Contact details

AP Administrator:

- email: AP@tmr.qld.gov.au (preferred method of contact);or
- phone: 13 QGOV (13 74 68)
- postal address: Approved Person Administrator
Department of Transport and Main Roads
PO Box 673
Fortitude Valley Qld 4006

Departmental customer service centres, QGAP agencies:

- phone: 13 QGOV (13 74 68)
- Or refer to the departments website for a full list of CSC and QGAP locations