

Information Sheet 9

Purchasing inspection certificate books

Once you have been granted approval as an Approved Inspection Station (AIS), you or your nominee/s (or a person authorised to act on your behalf) may purchase inspection certificate books from your nearest [transport and motoring service centre](#) (**except** Redbank transport and motoring service centre).

There is no GST payable on the purchase of inspection certificate books.

You **must** have at least one inspection certificate book for each vehicle type you are approved to inspect.

Inspection certificate books are **NOT** available for CL vehicle inspection types. Inspection Certificates Online (ICO) must be used to generate a certificate of inspection for CL inspections. For more information about ICO, read [Information Sheet 19 – Inspection certificates online](#)

If you are an AIS approval holder or nominee

To purchase inspection certificate books, you must provide the following at a [transport and motoring service centre](#):

- a completed inspection certificate Reorder Now form for the relevant vehicle type/s (available at www.tmr.qld.gov.au/ais)
- pay the appropriate fee (refer to [AIS fee schedule](#))
- a copy of your current AIS approval notice
- your Queensland driver licence (current or expired less than 2 years) or 3 [evidence of identity](#) documents (refer to Evidence of Identify for Individuals and Organisations ([F4362](#))).

Authorising another person to purchase inspection certificate books

You may authorise another person to purchase inspection certificate books on your behalf. The authorised person must provide the following at a [transport and motoring service centre](#):

- a completed inspection certificate Reorder Now form for the relevant vehicle type/s (available at www.tmr.qld.gov.au/ais) including signed authorisation to act on behalf of the approval holder or nominee
- pay the appropriate fee (refer to AIS [fee schedule](#))
- a copy of your current AIS approval notice
- the authorised person's Queensland driver licence (current or expired less than 2 years) or 3 [evidence of identity](#) documents (refer to Evidence of Identify for Individuals and Organisations ([F4362](#))).

Purchase inspection certificate books by mail

If you are unable to attend a [transport and motoring service centre](#) to purchase inspection books, you or your nominee can purchase inspection certificate books by mail.

To purchase inspection certificate books by mail, you must mail the following to your nearest [transport and motoring service centre](#):

- a completed inspection certificate Reorder Now form for the relevant vehicle type/s (available at www.tmr.qld.gov.au/ais)
- pay the appropriate fee, including postage and handling (refer to [AIS fee schedule](#))
- a copy of your current AIS approval notice
- a copy of your Queensland driver licence (current or expired less than 2 years) or provide copies of 3 [evidence of identity](#) documents (refer to Evidence of Identify for Individuals and Organisations, form number [F4362](#)).

Once the above items have been received and the fee has been processed, the inspection certificate books and receipt for the fee/s will be mailed to you.

Contact us

Phone	13 23 80 (ask for the AIS Administrator)
Email	ais@tmr.qld.gov.au (preferred contact method)
Website	www.tmr.qld.gov.au/ais
Post	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006