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

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<tr>
<th>Phone</th>
<th>13 23 80 (ask for the AIS Administrator)</th>
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<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:ais@tmr.qld.gov.au">ais@tmr.qld.gov.au</a> (preferred contact method)</td>
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<tr>
<td>Website</td>
<td><a href="http://www.tmr.qld.gov.au/ais">www.tmr.qld.gov.au/ais</a></td>
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<tr>
<td>Post</td>
<td>AIS Administrator</td>
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<td>Department of Transport and Main Roads</td>
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<td>PO Box 673</td>
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<td>Fortitude Valley Qld 4006</td>
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