

Information Sheet 9

Purchasing Inspection Certificate Books

Once an Approved Inspection Station (AIS) approval is granted, the AIS approval holder, their nominee (or a person authorised to act on the AIS approval holder's behalf) may purchase and collect inspection certificate books from a Department of Transport and Main Roads (the department) Customer Service Centre (CSC). To ensure the security of the purchase and collection of inspection certificate books, the department has the following procedures in place.

- Note 1:** Inspection certificate books are **NOT** available for CL inspection types. Inspection Certificates Online must be used to generate COIs for CL inspections.
- Note 2:** Inspection certificate books cannot be purchased from Redbank CSC.
- Note 3:** There is no GST payable on the purchase of Inspection Certificate books.

Purchase of inspection certificate books by an AIS approval holder or nominee

An AIS approval holder or their nominee is required to produce the following items to purchase and collect inspection certificate books at a CSC:

- a completed inspection certificate Reorder Now form for the relevant vehicle type/s
- the appropriate fee (refer to AIS fee schedule)
- a copy of the current AIS approval notice
- a Queensland driver licence (current or expired less than 2 years) or 3 evidence of identity documents meeting the criteria of the evidence of identity requirements for individuals form (form number F4362).

Authorising a person to act on your behalf

The AIS approval holder or nominee may authorise a person to act on their behalf to purchase and collect inspection certificate books. The person authorised to act on behalf of the AIS approval holder is required to provide:

- completed inspection certificate Reorder Now form for the relevant vehicle type/s including the authorisation to act on my behalf signed by the approval holder or nominee
- the appropriate fee (refer to AIS fee schedule)
- copy of the current AIS approval notice
- Queensland driver licence (current or expired less than 2 years) for the nominated person or 3 evidence of identity documents meeting the criteria of the evidence of identity requirements for individuals form (form number F4362).

Purchase of inspection certificate books by mail

If an AIS approval holder's AIS premises is more than 50 km from a CSC, the AIS approval holder or their nominee may buy inspection certificate books by sending copies of the following items to a department CSC by mail:

- a completed inspection certificate Reorder Now form for the relevant vehicle type/s
- the appropriate fee, including postage and handling (refer to AIS fee schedule)
- a copy of the current AIS approval notice.

Contact us

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Email	ais@tmr.qld.gov.au (preferred contact method)
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