



**Authority to access form:
RAWS & RVCS**

**April 2024**

Use this form to request access to a *Motor Vehicle Standards Act 1989* (MVSA) Registered Automotive Workshop Scheme (RAWS) or Road Vehicle Certification System (RVCS) account.

## Contact details (person or organisation requesting the access)

|  |  |
| --- | --- |
| Full name: |       |
| Organisation/Company name: |       |
| Address: |       |
| Phone: |       |
| Mobile: |       |
| Email: |       |

## Account details (the account you are requesting to access)

|  |  |
| --- | --- |
| Name:*(This is the name of the Licensee, signatory, agent or RAW name).* |       |
| Account number, agent ID or RAW PIN: |       |
| Full name: |       |
| Position: |       |
| Phone: |       |
| Mobile: |       |
| Email: |       |

## Additional required information

For the department to process your request, you must submit with this form with a letter from the approval holder providing you authority to access their account and 100 points of identification.

Please note that all documents must be in English. Foreign documents must be accompanied by a translation if not in English.

Identification documents

You must provide a minimum of 100 points of identification. The 100 points can include primary and secondary documents. At least one primary document must be provided. See Appendix A.

You must provide colour copies of both sides of all the identification documents you submit.

Authority to access letter

You must provide a signed letter authorising you access that meets the following criteria:

* on letterhead of the approval holder
* signed by a key management personnel office holder
* be an original or electronic copy, not altered in any way
* be in English, have enough English to identify all of the above or be accompanied by a professional translation (for example, by the National Accreditation Authority for Translators and Interpreters) if the letter is in a language other than English.

The letter must include:

* the signature, name, position and contact details of the person signing the letter
* the date
* wording that authorises you to have access as a licensee, agent or both and confirms that the approval provider is aware that you will receive access to all approvals and forms submitted by the individual/organization.

## Declaration

By ticking the [declaration box](#_Declaration_*), I, or I on behalf of an organisation I represent, declare that the information I have provided in this *RVCS and RAWS authority access form,* including any documents (and images) that I have provided in support of my request, are true and accurate.

I also understand that I may not be further contacted by the department in relation to my report and I acknowledge the department does not provide status updates regarding the progress (or not) of my report.

### Declaration

|  |  |
| --- | --- |
| I declare that the content of this report is true and accurate, and confirm that no false or misleading information has been provided. | [ ]  Yes |
| Full name: |       |
| Signature: |  |
| Date this form was completed: |       |

Please email this completed form, along with copies of your identity documents and authority to access letter, to ROVERinfo@infrastructure.gov.au

# Appendix A – Identification document checklist

Use the below as a checklist when preparing your identification documents. Please note that foreign documents must be accompanied by a translation if not in English, that is, you must provide an original copy and a translation in English.

## Primary documents

|  |  |  |
| --- | --- | --- |
| **Primary documentYou must supply at least one primary document** | **Required on documentN = Name,P = Photo,A = Address,S = Signature** | **Points worth** |
| Foreign passport (current) | N-P | **70** |
| Australian passport (current or expired within last 2 years but not cancelled) | N-P | **70** |
| Australian Citizenship Certificate | N | **70** |
| Australian Full Birth certificate (not birth certificate extract) | N | **70** |
| Foreign Full Birth certificate (not birth certificate extract) | N | **70** |
| Certificate of Identity (COI) issued by the Australian Government to refugees and non-Australian citizens for entry to Australia | N | **70** |
| Australian driver licence/Learner's permit | N-A-P | **40** |
| Foreign driver licence/Learner's permit | N-A-P | **40** |
| Current (Australian) tertiary student identification card | N-P | **40** |
| Photo identification card issued for Australian regulatory purposes (for example Aviation/Maritime Security identification, security industry etc.) | N-P | **40** |
| Government employee ID (Australian federal/state/territory) | N-P | **40** |
| Australian Defence Force (ADF) identification card (with photo or signature) | N-P | **40** |
| National Identity Card issued by your home nation | N-P | **40** |

## Secondary documents

| **Secondary documentYou must supply at least one primary document** | **Required on documentN = Name,P = Photo,A = Address,S = Signature** | **Points worth** |
| --- | --- | --- |
| Department of Veterans" Affairs (DVA) card | N-A | **40** |
| Centrelink (Services Australia) concession and/or health care card (with reference number) | N-A | **40** |
| Birth certificate extract | N | **25** |
| Birth card (NSW Births, Deaths, Marriages issue only) | N | **25** |
| Medicare card | N | **25** |
| Australian marriage certificate (Australian Registry issue only) | N-S | **25** |
| Decree Nisi / Decree Absolute (Australian Registry issue only) | N-S | **25** |
| Change of name certificate (Australian Registry issue only) | N-S | **25** |
| Property lease agreement—current address | N-A | **25** |
| Property lease agreement—current address (foreign) | N-A | **25** |
| Rating authority—current address for example land rates | N-A | **25** |
| Utility bill—electricity, gas, water, telephone—current address (less than 12 months old) | N-A | **20** |
| Utility bill—electricity, gas, water, telephone—current address (less than 12 months old) (foreign) | N-A | **20** |
| Reference from Indigenous organisation | N-P | **20** |