



# Remove and/or Attach Personalised/ Customised Number Plate/s Application

Transport Operations (Road Use Management) Act 1995



### Notes

- This form should be completed by the registered operator/s of the vehicle.
- Personalised plates can be attached to a vehicle registered in different name/s to the plate owner/s. The plate/s owners must complete and sign question 1(b).
- Customised plates can only be attached to a vehicle registered in exactly the same name/s as the plate owner/s.
- This form is to be used when one of the following circumstances apply:
  - you wish to remove personalised/customised number plates from a vehicle
  - you wish to attach personalised/customised number plates to a vehicle
  - you wish to remove personalised/customised number plates from one vehicle and attach the plates to another vehicle.
- If you are removing personalised plates from one vehicle and attaching to a vehicle in another person's name you will each have to complete a copy of this form.
- Evidence of Identity (EOI), such as a Queensland Driver Licence, must be provided at the time of lodgement for one of the registered operators of the vehicle and all plate owners. Refer to the separate *Evidence of Identity Information Sheet (F4362)* or [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for EOI requirements.
- If someone is lodging this application on your behalf your representative is required to complete and sign question 2 and provide EOI.
- If you are removing standard number plates to attach personalised/ customised plates, the standard plates must be returned with this application.
- You cannot attach or remove plates if the vehicle is under a Queensland Police Number Plate Confiscation Notice.
- For more information about replacing standard number plates and/or personalised/customised plates, go to [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

Personalised/Customised Plate number

### 1(a) Registered vehicle operator's details

#### Customer Reference Number (CRN)

The CRN is your Queensland Driver Licence number, Adult Proof of Age Card number or your reference number issued by the Department of Transport and Main Roads.

#### First Registered Operator/Organisation's details

CRN

Full name (please print)

Email address

Would you like to receive emailed notifications and reminders?

No

Yes

Address

Postcode

#### Second Registered Operator's details

CRN

Full name (please print)

Email address

Would you like to receive emailed notifications and reminders?

No

Yes

### 1(b) Personalised plate owner/s Letter of Authority

(only complete if personalised plate owner is not the registered operator of the vehicle)

I/We

Title of organisation's representative (if required)

authorise personalised plate number:

to be-

attached to a vehicle

removed from a vehicle (if the plates are to be cancelled, the *Vehicle/Recreational Ship Cancellation of Registration Application (F3517)* is to be completed and plates surrendered

removed from a vehicle and attached to another vehicle (same registered operator only)

Personalised number plate owner/s signature/s. (EOI must be provided. If the plates are in joint names, both owners must sign and provide EOI)

Date

### 2. Is someone lodging this application on your behalf? Your representative will need to bring their own EOI as well as EOI for you and all plate owners.

No

Yes  Representative's name (in full)

Representative's signature

continued next column ...

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**3. Confiscation notice**

Is the vehicle currently under a Number Plate Confiscation Notice issued by the Queensland Police Service?

No  Continue

Yes  This application cannot be processed during the confiscation period.

**4. Purpose of the application**

Do you wish to:

Remove plates from your vehicle  Continue

Attach plates to your vehicle  Go to question 6

Remove plates from one vehicle and attach to another vehicle (same registered operator) \*  Continue

\* **Note:** If you are removing personalised plates from one vehicle and attaching to a vehicle in another person's name you will each have to complete a copy of this form.

**5. Remove personalised/customised number plates from a vehicle**

Make and body shape (for example, Ford station wagon, Holden utility)

Vehicle Identification Number (VIN)/Engine or Chassis number

**5(a) Is the vehicle to remain registered?**

No  A *Vehicle/Recreational Ship Cancellation of Registration Application (F3517)* must be completed.

Yes  A fee may be payable for the new plates.

**5(b) Are the personalised/customised number plates to be cancelled?**

No

Yes  Important: If you answer yes, the plates will be cancelled and made available for sale to other customers.

**Registered Operator/s declaration**

I/We declare that the information provided is true and correct.

EOI must be provided by at least one registered operator.

I/We consent to the department verifying my EOI documents or information with the issuing authority or their agencies.

Vehicle's registered operator/s signature/s

  


Date

 /  / 

It is an offence under the *Transport Operations (Road Use Management) Act* to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty may be more than \$7000.

**Privacy statement:** The department is collecting information on this form for the purposes of maintaining the department's vehicle registration register, as required under the *Transport Operations (Road Use Management) Act*. The department or its agents/contractors may give some or all of this information to vehicle insurers, statutory entities, insolvency entities, lawyers, persons involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence various legal proceedings, tolling entities, law enforcement agencies and to or through interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.

If you are attaching the plates to another vehicle, continue to question 6.

**6. Attach personalised/customised number plates to a vehicle**

The vehicle to which the personalised/customised number plates are to be attached must be registered.

Personalised number plate/s may only be attached to motor vehicles, motorcycles or large trailers.

What is the current registration number of the vehicle to which the personalised/customised plate/s will be attached? (Standard number plates being replaced must be surrendered with this application)

Make and body shape (for example, Ford station wagon, Holden utility)

Vehicle Identification Number (VIN)/Engine or Chassis Number

**Registered Operator/s declaration**

I/We declare that the information provided is true and correct.

EOI must be provided by at least one registered operator.

I/We consent to the department verifying my EOI documents or information with the issuing authority or their agencies.

Vehicle's registered operator/s signature/s

  


Date

 /  / 

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**Office use only**

Identification sighted? Yes  Plates surrendered? Yes

Authorising person's name

Authorising person's signature

Date

 /  /