

Please use a black or blue pen ONLY. Print clearly within the boxes in CAPITAL LETTERS. If you are not required to give information in some sections of the application, leave the boxes blank – do not mark or cross them out.

## 1 LICENCE DETAILS (AS CURRENTLY HELD BY THE CAPI UNIT)

- 1.1 Provide the licence details as currently held by the CAPI Unit including the licence number, identity number and expiry date.
- 1.2 Indicate the activity/activities you currently undertake.
- 1.3 **Last Name/Given Name(s)** – Print your full last name then your full given name.  
**Date of Birth** – Print your date of birth.  
**Gender** – Specify your gender. Indicate **F** for female or **M** for male.  
**Driver Licence Number & State of Issue** – If you are the holder of an Australian driver licence, print your driver licence number and the State in which it was issued. If you currently hold a driver licence in another name, you should take urgent action to correct the name on the licence, as this may delay the issue of your CAPI licence.  
**Daytime Contact Number** – Print your daytime contact number should we need to clarify any application details.

## 2 TYPE OF AMENDMENT

Indicate the type of amendment you require in relation to your licence details and then complete the appropriate section. For any combination of a change of name and replacement licence, the maximum fee is \$65.00. If adding activities and any other combination of amendments, the maximum fee is \$80.00. If you change your name or add activities to your licence you will be required to attend the RTA to receive your new licence. Once you have obtained this you must send your previous licence to the Registry.

## 3 CHANGE OF OPERATOR LICENCE DETAILS

- 3.1 **Last Name/Given Name(s)** – Print your full last name then your full given name. (If this is an application for a change of name, you must supply the name that you are NOW known by and you must also supply a certified copy of evidence of your name change).
- 3.2 **Residential Address** – Print the address where you currently reside including your street number and name, suburb, State/Territory and postcode.  
**Postal Address** – Print the address where you wish any mail (in connection with this licence) to be sent. If this address is the same as your residential address, please write 'AS ABOVE'. If you are also the holder of a Master Licence with the same address details you must also completed a Master Licence amendment form.  
**Telephone Number (Business Hours)** – Print your day time telephone number.  
**Mobile Number or other** – Print your mobile/other telephone number (if applicable).  
**Email Address** – Print your email address (if applicable).
- 3.3 **Change activity/activities of licence** – Indicate the new set of Operator Licence activity/activities you NOW require (ie. if you are applying to remove or add activity/activities to your existing licence). You must provide a certified copy of your qualifications for the activity/activities, where possible, or within 24 months of the issue of the licence activity/activities.
- 3.4 **Have you previously held a CAPI Licence?** – Indicate if you have previously held a CAPI Operator Licence in the new activity/activities which was current on 1 May 2006. A licence issued by a local court which was expired on 1 May 2006 is not recognised under the CAPI Act 2004. You must indicate the activity/activities in which the licence was held. You must also supply a certified copy of the licence in the new activity/activities if the licence was issued by a local court to prevent you from being issued with a Probationary Operator Licence.

## 4 REPLACEMENT LICENCE REQUEST

Complete this section only if your licence has been lost, stolen, destroyed, defaced or mutilated and you require a replacement photo licence with NO changes to the details that appear on the licence or the licence activity/activities. You must have first reported the incident to the Police Assistance Line and quote the Event reference number given to you.

## 5 APPLICATION FEE (IF APPLICABLE)

Full payment as shown in Section 2 of this application (for the type of change you require) MUST accompany your application, if a fee is applicable. Payment can be made by cheque, money order (made payable to NSW Police Force) or credit card. **Do not send cash.** Any costs associated with an application for change of details are **non-refundable.**

Indicate your method of payment by ticking the appropriate box. If you are paying by cheque or money order, please attach it securely to the application. If you are paying by credit card you must complete all the relevant details. MasterCard and Visa ONLY will be accepted.

## 6 RELEVANT DOCUMENTATION

**FOLLOW THE CHECKLIST TO ENSURE YOU INCLUDE ALL REQUIREMENTS THAT ARE APPLICABLE TO YOUR APPLICATION AS YOUR APPLICATION WILL BE RETURNED IF YOU HAVE OMITTED ANY DOCUMENTATION.**

- Certified copy of evidence to support change of name (if applicable)
- Certified copy of relevant qualifications (to be supplied within 24 months of the issue of the licence activity/activities, if not lodged with this application)
- Certified copy of previous CAPI Licence issued by a local court (if applicable)
- Full payment (if applicable)

## 7 DECLARATION - LICENSEE

Do not complete this section until you have a Justice of the Peace (JP) present. Declaration must be signed and dated by the licensee in the presence of a JP .

## 8 JUSTICE OF THE PEACE

The Justice of the Peace (JP) must witness your signature on the declaration and must sign and date the application and provide their full name and JP Number.

**If you are adding additional licensable activities to your Operator Licence, the licence in the additional activities will have the same expiry date as the original licence. The exception is where a probationary licence is issued for the additional activities which will be issued for a 12 month term.**

**All applicants note: Holders of CAPI Licences are required to notify the CAPI Unit of any changes in the licensee's usual residential or business address within 14 days.**

**Completed Application Form to be forwarded to the CAPI Unit, Locked Bag 5099, Parramatta NSW 2124**



## 6 RELEVANT DOCUMENTATION

Please check that the following documentation is attached by using the checklist provided below. When copies are requested, each **MUST** be endorsed as a 'true and correct copy' by a Justice of the Peace.

	YES	N/A
Certified copy of evidence to support change of name .....	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of relevant qualifications (to be supplied within 24 months of the issue of the licence activity/activities, if not lodged with this application) .....	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of previous CAPI Licence if issued by a local court and current on 1 May 2006 .....	<input type="checkbox"/>	<input type="checkbox"/>
Full payment .....	<input type="checkbox"/>	<input type="checkbox"/>

## 7 DECLARATION - LICENSEE

I, (Print full name)

- Consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application.
- Certify that the information contained in this application is true and correct in every detail. *(NOTE: Giving false or misleading information is a serious offence).*
- Have attached all documents where requested by this application.
- Have attached a cheque or money order or supplied credit card details for the correct fee (if applicable).

SIGNATURE

DATE

## 8 JUSTICE OF THE PEACE (MUST WITNESS THE SIGNING OF THE ABOVE DECLARATION)

FULL NAME OF JUSTICE OF PEACE (JP)

JP NUMBER

STATE

SIGNATURE OF JP

DATE