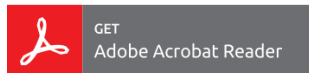




New Application

Motor Vehicle Repairer's Certificate

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the FREE Adobe Acrobat Reader application. [Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Application Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check is ready to attach;
- your photograph and proof of identity document are ready to attach;
- all of your qualification / assessment documents are ready to attach; and
- payment of the prescribed fee is ready to be made.

Duration of certificate

If granted, your Certificate will be ongoing unless it is revoked under relevant legislation.

Application fee

Please refer to our website for the [current prescribed fees](#).

The fee is **non-refundable**, exempt from GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

If you are submitting this form online, you will be able to make payment using the Department's secure payment gateway.

If you are submitting this form by post and making payment by credit card, you must also complete the [Application Payment Form](#) and attach it to your application.

Lodgement options

You may lodge your completed application **ONLINE** or:

In person

Customer Service
Level 1, Mason Bird Building
303 Sevenoaks Street CANNINGTON
Hours: 8:30am to 4:30pm, Monday to Friday

By post

Licensing Services
Department of Local Government, Industry Regulation and Safety
Locked Bag 14
CLOISTERS SQUARE WA 6850

Enquiries

Licensing Advice Line: 1300 304 064
General Enquiries: 1300 304 054
Overseas Callers: +61 8 6251 2969
Licensing Email: cplicensing@lgirs.wa.gov.au
Website: www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration

Office use only		
Total fee	Department code	Chart Description
\$	MR	Indvid – 1 new certificate

New Application: Motor Vehicle Repairer's Certificate

General information

You require a Motor Vehicle Repairer's Certificate if you:

- do repair work unsupervised; or
- are an owner of a repair business and do repair work or supervise the repair work of others; or
- are an individual who supervises the repair work of others; or
- are an individual repairer and your supervisor does not have a certificate for the same class of repair work that you do.

In this form, 'the Act' means the *Motor Vehicle Repairers Act 2003*, 'the Regulations' means the *Motor Vehicle Repairers Regulation 2007* and 'the Commissioner' means the Commissioner for Consumer Protection.

Details of applicant

Salutation: Mr Mrs Ms Other, please specify

Full legal name:

Date of birth:

Place of birth (town/city):

Place of birth (Country):

Mobile number:

Email address:

We use email/SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

Residential address

Street address:

Suburb:

State:

Postcode:

Postal address (if different to above)

Street address:

Suburb:

State:

Postcode:

New Application: Motor Vehicle Repairer's Certificate

Business and/or employment information

If you are a proprietor of a business (i.e. a sole trader, a partner or a director of a company) that repairs motor vehicles, you must ensure that the business is also appropriately licensed. The application for a [Motor Vehicle Repair Business Licence](#) can be downloaded from our website.

Alternatively, if you are currently employed by a licensed Motor Vehicle Repair Business, please provide their details below:

Employer name:

Employer licence number:

MRB

Australian police check

You must provide an Australian police check in your full legal name which is less than three (3) months old. Information about our [current police check requirements](#) can be found on our website.

IMPORTANT NOTE: Australian Federal Police (AFP) Certificates cannot be accepted (unless you reside/live overseas).

Fitness of applicant

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

Have/are you:

- | | | |
|---|------------------------------|-----------------------------|
| 1. aware of any legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. been the subject of any adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. had any occupational licence or application refused, cancelled or suspended? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. been disqualified from holding any occupational licence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. been subject to any disciplinary action by a licensing authority? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. had any investigations or legal proceedings commenced against you or an associated entity which may/did result in action being taken in relation to an occupational licence currently held? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. been known by any other name? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

New Application: Motor Vehicle Repairer's Certificate

How to qualify for certification

You will only be granted certification in the class/es of repair work (listed on page 5) that you are qualified for. Further information about [how to qualify for certification](#) can be found on our website.

Please review and select from the certification pathways below, ensuring that you provide the corresponding documentation as outlined in column C.

A	B	C
	If you have:	You must include with this application:
	An AUR99/AUR05/AUR12/AUR Australian trade qualification which is prescribed by the Regulations (or one which supersedes those prescribed) for a particular class of repair work	A copy of that qualification
	An Australian qualification which has not been prescribed by the Regulations	Confirmation of the equivalency of that qualification to that of a prescribed qualification by a Registered Training Organisation (RTO)
	An overseas trade qualification	Confirmation of the equivalency of that qualification to that of a prescribed qualification by Trades Recognition Australia (TRA) or other RTO OR Evidence of your successful completion of a third party skills assessment (TPSA)
	Undertaken a third party skills assessment (TPSA)	Evidence of your successful completion of the TPSA
	Undertaken a migration skills assessment with Trades Recognition Australia (TRA)	Visa documentation identifying the trade occupation for which you have been approved for migration (note: visas issued without a skills assessment cannot be accepted) OR Evidence of your successful completion of a TPSA
	Completed in-house training with your employer, which has been approved by the Commissioner	Evidence of your successful completion of the in-house training
	None of the above	Evidence of your successful completion of a TPSA

New Application: Motor Vehicle Repairer's Certificate

Classes of repair work

There are 23 classes of repair work. A detailed [description of each class and the list of prescribed qualifications](#) can be found on our website.

Code	Class of repair work	Also entitles you to undertake work associated with these classes
ACW	Air conditioning work	EAF
BBW	Body building work	EAF, MAF
BRW	Brake work	
CSW	Cooling system work	
DSW	Diesel work	HVS, LVS, MAF, MCS, CSW, EAF, ERW
EAF	Electrical accessory fitting work	
ELW	Electrical work	EAF, HVS, LVS, MCS
ERW	Engine reconditioning work	DSW
GLW	Glazing work	
HVS	Heavy vehicle servicing work	LVS, MCS
HVW	Heavy vehicle work	BRW, CSW, EAF, HVS, LVS, LVW, MAF, MCS, MCW, TFW, UNW, WSS
LVS	Light vehicle servicing work	HVS, MCS
LVW	Light vehicle work	BRW, CSW, EAF, HVS, LVS, MAF, MCS, MCW, TFW, UNW, WSS
LSW	Locksmith work	
MAF	Mechanical accessing fitting work	
MCS	Motorcycle servicing work	HVS, LVS
MCW	Motorcycle work	CSW, EAF, HVS, LVS, MAF, MCS, WSS
PAW	Painting work	
PBW	Panel beating work	EAF, MAF
TRI	Trimming work	MAF
TFW	Tyre fitting work	
UNW	Underbody work	
WSS	Wheel aligning, steering and suspension work	

New Application: Motor Vehicle Repairer's Certificate

Photograph and proof of identity

Motor Vehicle Repairer's Certificates are issued as wallet-sized photographic identification cards. To obtain your certificate, you will need to provide a photograph of yourself and a copy of one piece of your photographic identification.

Your photograph must:

- be passport size (within 45-50mm high and 35-40mm wide)
- be a full front view of your head and shoulders
- be less than one month old at the time of submitting the application for a repairer's certificate
- be in colour
- have a plain, light-coloured background (e.g. white, cream or pale blue)
- show you without hat or head covering, unless worn for religious reasons
- not be affected by red eye

Please note that the quality of the photographs provided will have a direct impact on the quality of the image that will appear on your identification card. A photograph will not be accepted if it is not a current image, if it is unclear or if it would not serve its purpose if it were included as part of the certificate. Please ensure that the photographs you provide are clear with the image focused.

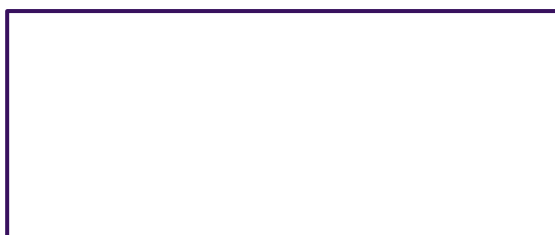
Your photographic identification document may be:

- a copy of your current driver's licence; or
- a copy of your current passport; or
- a copy of any other photographic identity document issued by a Government department or authority within Australia

If you are lodging your application online, you will be prompted to upload and attach a digital copy of your photograph and identity document.

If you are lodging your application either by post or in person, you are required to attach your photograph below and ensure that your identity document is included in your submission.

Attach photograph:



Authorisation and Declaration

In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness to hold a certificate, including but not limited to records relating to my criminal history, current/previous occupational licences and other relevant information. Further, I declare that the information and documents given with or in support of this application, whether or not provided at the time of or subsequent to lodgement, are true and correct. **I understand that providing a false or misleading statement in an application is an offence.**

Applicant's full name:

Signature: Date: