



## Frequently Asked Questions

### Applying for an F (Bus, small charter vehicle) or T (Taxi) licence extension on your WA driver's licence

#### Why do I need to provide my own National Police Certificate, Traffic Conviction, and Traffic Infringement records?

- Before issuing an F (Bus, small charter vehicle) or T (Taxi) licence extension authorising applicants to carry passengers for reward, the Department of Transport must be satisfied that you meet the high standards expected of bus and taxi drivers by the Department and the community.
- Obtaining your own documents provides an opportunity to challenge any discrepancies appearing on the certificate directly with the Police or the Courts prior to making application, or if applicable, applying for old convictions to be spent.
- Providing these documents at the time of applying will allow your application to be processed faster, and will reduce potential delays.

#### Where can I apply for a National Police Certificate?

- Application forms are available at participating [Australia Post](#) outlets or online at [www.police.wa.gov.au](http://www.police.wa.gov.au)

All applications for National Police Certificates must be made at a participating Australia Post outlet. No other form of National Police Certificate can be accepted for the purposes described above.

#### How much does a National Police Certificate application cost?

- The National Police Certificate application fee is \$53.70. This fee is current at March 2011.
- This fee will be collected by Australia Post when you lodge your application

#### How long does a National Police Certificate application take to process?

- Most applicants will receive their National Police Certificate (NPC) within five working days, however, there are a number of situations which may result in a longer timeframe.
- Delays may occur if you have been to court or been charged with an offence (including traffic and interstate matters) or if you have a common surname (eg: Smith, Singh, Johnson) where the application may require significant verification and vetting. As a result the issuing of a NPC in these cases may take up to 15 working days. If you haven't received your NPC within 15 working days please contact the NPC hotline on 1300 651 963.

- If the application form is incomplete or incorrect Australia Post will contact you directly to amend the application. This could also result in a delay processing your certificate. If you believe there is an error on your application or if you wish to enquire on the status of your certificate please contact the NPC hotline on 1300 651 963.
- National Police Certificates are posted to the address listed on the application form. If you change address after an application is made you will need to lodge a 'change of address notification' with Australia Post. The WA Police can not amend your application once received.

#### **What is a Traffic conviction record and a Traffic infringement record?**

- A Traffic conviction and infringement record (certificate) lists your disclosable traffic history, recorded by the WA Police in Western Australia.
- There is currently no provision for issuing a National Traffic Certificate. For traffic history outside of Western Australia you will need to contact the police in that state to request a traffic certificate.

#### **What if I have criminal or traffic convictions or traffic infringements?**

- This does not automatically preclude you from being issued with an F (Bus, small charter vehicle) or T (Taxi) extension. Each case is assessed on its merits taking into consideration the seriousness of the convictions, the age of the convictions or infringements and any lifestyle changes made by the applicant since incurring the convictions or infringements.

#### **Where can I apply for a Traffic Conviction and Traffic Infringement Certificates?**

- You must apply for these two documents in person at your local police station, pay the application fee and provide suitable proof of identification (your driver's licence, bankcard, passport or another proof of identity document)

#### **How much does the Traffic Conviction and Traffic Infringement cost?**

- The application fee is currently \$21.05 for each document. This fee is current at March 2011.