



Passenger transport driver (PTD) authorisation user guide

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Introduction

What is a passenger transport driver (PTD) authorisation?

The [Transport \(Road Passenger Services\) Act 2018](#) (the Act) and subsidiary legislation regulates the WA passenger transport service industry.

A passenger transport driver (PTD) authorisation is an annual authorisation that permits a person to drive a vehicle for the purpose of transporting passengers for hire or reward. It is in addition to, and does not replace, the requirement to hold a driver's licence.

Who needs a PTD authorisation?

You need a PTD authorisation if you drive, or intend to drive, a vehicle for hire or reward.

In deciding whether you need a PTD authorisation, you must consider whether you, as a driver, are receiving a payment or other reward for the driving, and whether the passengers are paying a fee or some other consideration for the transport service.

For more information visit our website: transport.wa.gov.au/PTDHome

PTD FAQs

Visit the Transport WA website to find the answers to frequently asked questions about PTD authorisations: transport.wa.gov.au/PTDFAQs

Before you apply

You can apply for a PTD authorisation online, via your [DoTDirect](#) account. Applications for a PTD authorisation cannot be completed using a paper form or by attending a Department of Transport and Major Infrastructure (DTMI) centre.

Before you apply for a PTD authorisation online, you should:

1. Check that you meet the [eligibility criteria](#) for applying for a PTD authorisation
2. Get a [DoTDirect](#) account if you don't already have one
3. Apply for a [National Police Certificate](#) (NPC) – it must be less than 3 months old when you apply for a PTD authorisation, and
4. Complete a [medical assessment](#) to a commercial vehicle standard before applying for a PTD authorisation. The medical assessment must be less than 6 months old. If you've submitted a medical assessment to a commercial vehicle standard to DTMI in the last 6 months and don't have a copy of it, call 13 11 56 to have it attached to your PTD authorisation application.

Eligibility requirements

To apply for a PTD authorisation, you must:

- be aged 20 years old or more
- hold a current and valid WA drivers' licence
- have held a driver's licence, or the equivalent driving authorisation from another jurisdiction for a period of 3 years, and
- have not been disqualified from holding or obtaining a PTD authorisation (i.e. committed a disqualification offence).

National Police Certificate

You are required to upload an NPC that is less than 3 months old. You can apply for an NPC online at any accredited organisation.

To see a list of accredited organisations, visit the [Australian Criminal Intelligence Commission](#) website. Check with the accredited body's website to learn about their process and application fees.

Disqualification offences

Please be aware that certain offences, known as disqualification offences, may make you ineligible to hold a PTD authorisation. If you have convictions on your record, refer to the [Transport \(Road Passenger Services\) Regulations 2020](#) (the Regulations) to determine your eligibility. A list of disqualification offences is also available on the [Transport WA website](#).

Disqualification offences are certain safety and criminal offences recognised in the Act, associated regulations and other State and Commonwealth law that are more serious in nature.

These are mainly offences that point to the criminality, violent tendency or dishonesty of an individual, as well as serious road traffic, drugs and weapons offences. If you have been charged or convicted of a disqualification offence, this will impact how DTMI assesses your PTD authorisation application.

The impact on your PTD authorisation application will be determined by:

- the type of disqualification offence, and
- whether you have been charged or convicted.

If you have convictions that are more than 10 years old, you may be able to apply for an order to have them declared spent. Old convictions are classed as either "serious convictions" or "lesser convictions". How you apply for an old conviction to be spent depends on whether it was a "serious" or a "lesser" conviction.

Spent convictions

Having a conviction declared spent means you can limit the disclosure of a conviction. For example, a conviction which has been spent is not listed on an NPC. If a conviction is considered spent, you are not obliged to disclose any details of that conviction and any questions concerning your criminal history can only refer to any convictions which are not spent.

You can apply to the WA Police Force to have your conviction spent after a certain waiting period. Please note that some convictions are not able to be spent. For information on how to apply, visit the WA Government's [Apply for a Spent Convictions](#) page. You can also visit the [Legal Aid Western Australia website](#) or contact them for further support.

Medical assessment

Before making an application for a PTD authorisation, you need to undertake a [commercial standard](#) medical assessment. To maintain a PTD authorisation, commercial standard assessments will be required on an ongoing basis of intervals up to a maximum of 5 years. Intervals will be dependent on your individual medical assessment.

New applicants

Before you can apply you must:

- complete the 'Medical assessment instructions (Form M106A)' and
- have your medical practitioner complete the 'Medical assessment instructions (Form M106A)', and 'Medical assessment certificate: Fitness to drive (Form M107A)'.

You can download both forms on the [Transport WA website](#).

Your medical practitioner will assess your medical suitability to commercial vehicle driver standards. They will then forward the completed certificate to DTMI, or they may return the medical assessment certificate to you, and you'll need to upload a copy of it when making your application. The medical assessment needs to be less than 6 months old at the time of your application.

If your medical practitioner does not return your medical assessment certificate to you, and you are not uploading a copy of your medical assessment certificate as part of your application, you must supply your medical practitioner's name, and the name and suburb of the practice they work at when making your application. If you do not supply these details your application may be delayed.

Note before applying – saving and inactivity

Please note you cannot save your application. If you leave the DoTDirect screen or there is no activity for 30 minutes the system will time out and the application will be lost.

Log in to your DoTDirect account

Note: The screenshots provided in this document are examples only and may not reflect the current fees. Visit [On-demand transport fees and charges](#) for up-to-date information about fees.

1. In your web browser, navigate to transport.wa.gov.au/dotdirect
2. Select 'Log in'.

3. Enter your 'Username' and 'Password', then select 'Login'.

4. The 'Approve sign in request' page will display. A verification code will be sent to the mobile number registered with your DoTDirect account. Enter the 6-digit code and select 'Verify'.

Approve sign in request

Two-factor authentication is enabled for your account.

 A verification code has been sent to XXXX XXX 110.

Enter the 6 digit code: *

[Resend code](#)
Having trouble? [Sign in another way](#)

⚙️ Verify ✕ Cancel

5. If you are applying as an individual (sole trader) user, select your 'Personal' profile.

Select profile

Personal CITIZEN JOHN TAXIS JOHN CITIZEN TAXIS PTY LTD

6. After selecting a profile, you will be taken to the profile's 'Overview' page.



Government of Western Australia
Department of Transport



[Accessibility / Contact us](#)
A⁺ A⁻

Welcome John Citizen

[Overview](#)
[Profile](#)
[Driver's Licence](#)
[On-demand Transport](#)
[Vehicles](#)
[Infringements](#)
[Marine](#)
[NDIS](#)
[Help](#)

0 [Logout](#)

Service update

On 1 July 2025, the Department of Transport (DoT) was renamed to the Department of Transport and Major Infrastructure (DTMI). We're currently updating our online services to reflect this change, and there may be some inconsistent language for a while. The name change does not impact our services or site functionality.

Overview - Personal

Event timeline



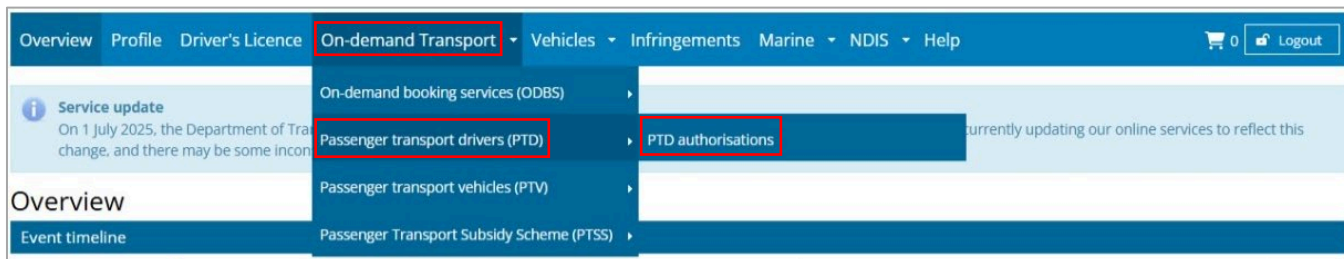
1 GPY484 licence expiry
1 GPY489 licence expiry
1 GPY489 PTV authorisation expiry
PTD authorisation expiry

To-do list

When	Date	To-do	Actions
No records found.			

Applying for a PTD authorisation

1. To apply for a PTD authorisation, Select 'On-demand Transport'. From the dropdown menu, select 'Passenger transport drivers (PTD)', then 'PTD authorisations'.



2. On the 'Passenger transport drivers' page, read the information provided, then select 'Apply for a PTD authorisation'.

Passenger transport drivers The information provided is only current as at 23/09/2026 3:26 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

You can apply for a PTD authorisation if you:

- have reached the age of 20 years; and
- hold a current and valid WA driver's licence; and
- have held a driver's licence, or the equivalent driving authorisation from another jurisdiction for a period of three (3) years; and
- have not been disqualified from holding or obtaining a PTD authorisation.

There are two (2) costs associated with a PTD authorisation:

- an initial application fee, when you first apply for a PTD authorisation; and
- an annual authorisation fee, if your application is successful.

If you have a driving authorisation from another jurisdiction, and not a current and valid WA driver's licence, you must apply using the [Mutual Recognition process](#).

Further information on PTD authorisations is available on [Transport WA](#).

To successfully submit a PTD authorisation application, you must:

- provide a National Police Certificate not older than three (3) months; and
- undergo a commercial driver medical assessment; and
- answer suitability questions.

Print a commercial driver medical assessment form (M107A) to take to your doctor: [Download medical certificate form](#)

Got your medical assessment and National Police Certificate ready? [✓ Apply for a PTD authorisation](#)

3. Read and answer 'Yes' or 'No' for each of the 'Applicant suitability' questions.

You will also need to upload a copy of your National Police Certificate (NPC). Select 'Add NPC'.

Character suitability Medical suitability Review & complete

1 2 3

Applicant suitability

The suitability questions below are part of the fit and proper assessment for a PTD authorisation, and must be answered by all applicants.

For a list of disqualification offences, visit [Transport WA](#).

1. Have you previously been the holder of a passenger transport driver authorisation, or an equivalent authorisation in another State or Territory, that has been cancelled, or had an application for authorisation refused? * ☐ Yes ☐ No
2. Are you currently charged with a disqualification offence? * ☐ Yes ☐ No
3. Have you been convicted of a disqualification offence? * ☐ Yes ☐ No

National Police Certificate

A National Police Certificate (NPC) must be provided when applying for a PTD authorisation. Your NPC must be less than 3 months old at the time of submitting this application. A new NPC must be submitted every 5 years.

Upload your NPC: * [+ Add NPC](#)

[× Cancel](#) [→ Next](#)

4. Select 'Browse' and choose the relevant file to upload, then select 'Next'.

Note: Multiple pages can be added by selecting 'Add NPC' again. The total file size limit for all attachments is 7Mb. Acceptable file types are: *.PDF, *.TIF, *.JPG, *.JPEG, *.PNG, *.BMP.

National Police Certificate

A National Police Certificate (NPC) must be provided when applying for a PTD authorisation. Your NPC must be less than 3 months old at the time of submitting this application. A new NPC must be submitted every 5 years.

Upload your NPC: * [+ Add NPC](#)

Test NPC.pdf [Browse](#) 

[x Cancel](#) [→ Next](#)

5. You will need to upload a copy of your 'Medical Assessment Certificate Fitness to drive (Form M107A)'. Select 'Add medical assessment'.

Character suitability **Medical suitability** Review & complete

The Department of Transport and Major Infrastructure has a legal responsibility to ensure that passenger transport drivers are medically fit to drive a vehicle for hire and reward. Before you apply for an authorisation you need to be medically assessed at commercial vehicle standards by a health professional.

To maintain or renew a PTD authorisation, you must continue to provide medical assessments on an ongoing basis of intervals up to a maximum period of 5 years – these intervals are dependent on your individual medical assessment.

Medical suitability

If your medical assessment has been returned to you by your health professional, upload your medical assessment below.

Upload your medical assessment: [+ Add medical assessment](#)

6. Select 'Browse' and choose the relevant file to upload, then select 'Next'.

Note: Documents must be less than 6 months old at the time of uploading.

Multiple pages can be added by selecting 'Add medical assessment' again. The total file size limit for all attachments is 7Mb. Acceptable file types are: *.PDF, *.TIF, *.JPG, *.JPEG, *.PNG, *.BMP.

7. If your medical practitioner did not return your medical assessment certificate to you, you must enter your health professional's name, and the name and suburb of their medical practice.

Medical suitability

If your medical assessment has been returned to you by your health professional, upload your medical assessment below.

Upload your medical assessment: [+ Add medical assessment](#)

Upload file here [Browse](#) 

Medical practice details

If your medical assessment was not returned to you by your health professional, provide the details of the practice where the medical assessment was completed.

Name of medical practice:	Dr Smith's Clinic
Suburb:	123 Medical Street
Name of practitioner:	Dr John Smith

Note: your application cannot progress until the medical assessment has been received from your health professional.

[x Cancel](#) [← Back](#) [→ Next](#)

8. Review the information you have provided in your application.

Character suitability Medical suitability **Review & complete**

✓ ✓ 3

Please review your application details

National Police Certificate

Documents provided: Test NPC

Applicant suitability questions

1. Have you previously been the holder of a passenger transport driver authorisation, or an equivalent authorisation in another State or Territory, that has been cancelled, or had an application for authorisation refused?	No
2. Are you currently charged with a disqualification offence?	No
3. Have you been convicted of a disqualification offence?	No

Medical report/s

Documents provided: Test medical

Details of medical practice

Name of medical practice: Dr Smith's Clinic

Suburb: 123 Medical Street

Name of practitioner: Dr John Smith

Note, your application cannot progress until the medical assessment has been received from your doctor.

9. Once you have confirmed the information in your application is correct, you will need to:

- tick the box declaring you have read and understood the 'Privacy statement', and
- tick the statements under the 'Declaration of acknowledgement'.

10. Before your application can be submitted, you must pay the PTD authorisation application fee. Select 'Lodge and pay now' to continue.

Note: If you want to make any changes to your application, select 'Back'.

Privacy statement

The Department of Transport and Major Infrastructure (DTMI) collects your personal information, including criminal record and health information, to process and assess your application and carry out other requested services you may seek from DTMI.

We collect this information to meet requirements under the *Transport (Road Passenger Services) Act 2018* (the Act).

DTMI may disclose your information to law enforcement agencies, interstate or overseas licensing authorities, other government departments, courts or other entities as permitted by law, including for identity verification and law enforcement purposes.

Under the Act, the authorisation number and current status of a passenger transport driver (PTD) may be published on the DTMI public website. DTMI shares information with authorised on-demand booking service (ODBS) providers and other authorised passenger transport entities via the Driver and Vehicle Industry Dashboard (DVID) and application programming interface (API). You cannot opt out of the data sharing provisions outlined in the Act as these are a legal requirement of your authorisation.

You may access or correct your personal information by emailing foi@transport.wa.gov.au or visiting our [Freedom of Information page](#).

Providing this information is voluntary, but if you do not provide the required information your application may be refused. If you provide false or misleading information your application may be refused and you may face criminal proceedings.

For more details on how we manage your personal information, see our [Privacy Policy](#).

☒ I have read and understood the privacy statement outlined above and the DTMI Privacy Policy.

Declaration of acknowledgement

It is a serious criminal offence to make a false or misleading statement in connection with an application for a passenger transport driver authorisation.

☒ I certify the information provided in this application is true and correct.

☒ I understand that any information that I have provided in the application which I know to be false or misleading is an offence under the Act.

☒ I acknowledge that all communications provided by DTMI will be delivered via DoTDirect or email.

☒ I acknowledge that if my application is successful, I will be required to pay an authorisation fee to be granted a PTD authorisation.

Application fee amount: \$98.00

Pay application fee

1. Review the item in your trolley, then select 'Next'.

Trolley
Confirmation
Payment
Complete

1234

Your trolley

Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.

Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.

You have 1 item(s) in your trolley.

View as:   

Remove all items

Passenger transport driver application fee

Remove from trolley



Payment due: 30/9/2026

Amount: \$98.00

Total: \$98.00

Cancel

Next

2. Tick the box confirming the information in your cart is correct, then select 'Proceed to payment'.

Trolley
Confirmation
Payment
Complete


2
3
4

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Passenger transport driver application fee



Amount \$98.00

☒ I have reviewed the above items and confirm that all information shown is correct.

Back

Proceed to payment

3. Enter your card details, then select 'Process payment'.

Trolley
Confirmation
Payment
Complete



3
4

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount \$98.00

We accept American Express, Mastercard or Visa.   

Cardholder name

Card number

Expiry date

MM

YY

CVN

Process payment

4. A copy of the receipt is available to download.

Trolley
Confirmation
Payment
Complete

Order complete

Your payment has been accepted.

It is important that you print or save your receipt(s) or record the receipt number(s) as proof of your payment(s).

A copy of your receipt(s) has been emailed to henrygold@gmail.com.

Passenger transport driver application fee

Receipt #: 168225745

Amount \$98.00

Download receipt

What happens next?

Once all information is received from you and your medical practitioner, DTMI will assess your application. Several things are considered during the assessment process, including whether you are a fit and proper person to transport passengers for hire or reward.

Passenger transport drivers

The information provided is only current as at 23/09/2026 3:42 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

Current passenger transport driver application details

Created on: 23/09/2026

Status: Application in progress - being assessed

Cancel application

To check the current processing time for PTD authorisation applications, visit [Transport WA](#).

For enquiries contact 13 11 56 (operating hours available on [Transport WA](#)) or email ondemandtransport@transport.wa.gov.au.

DTMI will contact you by email if further information is required to assess your application. Your application will be put on hold until DTMI receives this information. To learn more, see [Requests from DTMI to upload documents or provide further information](#).

If DTMI does not receive the required information required within 6 months of the request, your application will expire. You will need to start a new application and pay another application fee if you wish to apply for a PTD authorisation.

You will receive an email notifying you of the outcome of your application and you will be able to view the outcome in your DoTDirect account. If your PTD authorisation application is approved, you will receive an invoice for your annual authorisation fee via email notification. You are not a PTD authorisation holder until you pay this annual fee.

Current passenger transport driver application details

Created on: 15/06/2020

Status: Application in progress - pending authorisation fee payment

Requests from DTMI to upload documents or provide further information

DTMI will contact you by email if further information is required to assess your application. You can also see and respond to any follow up requests for information in the 'To-do list' on your 'Overview' page.

1. The request will appear in the to-do list. Select 'Complete request'.

Overview - Personal

Event timeline

To-do list

When	Date	To-do	Action
17 days	15/4/2021	Request for National Police Certificate	Complete request

2. Provide comments (if required) and select the 'Add document' button.

Provide requested information

Please attach a National Police Certificate that is no more than 3 months old and matches the name on your driver's licence exactly.

Comments:

1000 characters remaining.

To upload your document: Add document

Note: There is a total file size limit of 7Mb for all documents attached.

Cancel Save

3. You can upload up to 10 documents. Once complete, select the 'Save' button.

Note: There is a file size limit of 7Mb for the total of all documents uploaded.

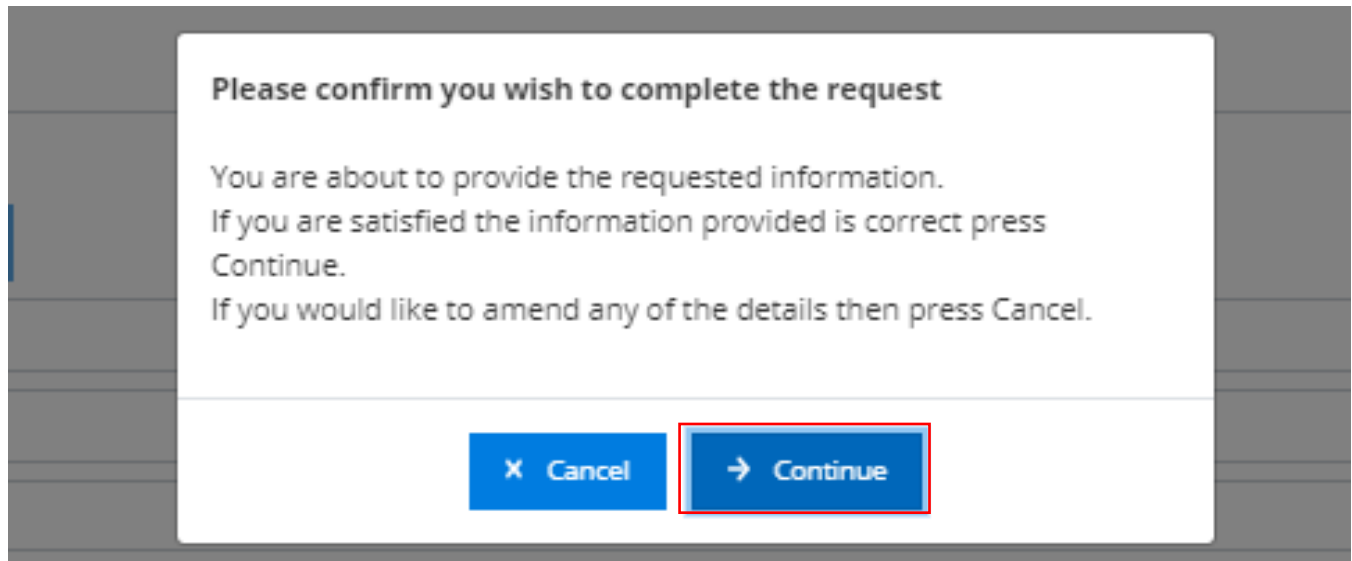
To upload your document: Add document

sample1.pdf	Browse		
sample2.pdf	Browse		
sample3.pdf	Browse		
sample4.pdf	Browse		
sample5.pdf	Browse		
sample6.pdf	Browse		
sample7.pdf	Browse		
sample8.pdf	Browse		
sample9.pdf	Browse		
sample10.pdf	Browse		

Note: There is a total file size limit of 7Mb for all documents attached.

Cancel Save

4. Select 'Continue' to confirm that you wish to submit the information.



5. The item in the to-do list has been cleared. DTMI will now assess the requested information and update the National Police Certificate expiry date (if applicable).

To-do list			
When	Date	To-do	Action
No records found.			

Pay PTD authorisation fee

After your PTD authorisation application has been approved, you will receive an email from DTMI, with an account notice for your annual [PTD authorisation fee](#). The purpose of this fee is to maintain your PTD authorisation, helping to:

- cover the cost of DTMI monitoring your suitability to drive for hire or reward, and
- maintain the integrity of the PTD authorisation, providing confidence to the passenger transport industry and the WA public, that operators driving for hire or reward are fit and proper to undertake this work.

The PTD authorisation fee can be paid by credit card in your DoTDirect account, or you can pay via BPay, using the BPay payment details on your account notice.

Note: You are not a PTD authorisation holder until you pay this annual fee.

1. The authorisation fee can be found on the 'Overview' page of DoTDirect. Select 'Add to trolley'.

Overview													
Event timeline													
	13	14	15	16	17	18	19	20	21	22	23	24	25
May 2020													
To-do list													
When	Date	To-do										Action	
28 days	14/7/2020	The passenger transport driver authorisation fee is available for payment (account number 011086199191).										+ Add to trolley	

2. Select the 'trolley' icon, then select 'Checkout'.

The screenshot shows the top navigation bar with links: Overview, Profile, Driver's Licence, On-demand Transport, Vehicles, Infringements, Marine, NDIS, and Help. A 'Logout' button is also present. A 'Service update' message is displayed. The 'Overview' section is active. A 'trolley' icon is highlighted in a red box. A modal window titled 'Recently added item(s):' is open, showing a 'Passenger transport driver authorisation renewal fee' with an 'Authorisation number: 135701' and a 'Payment due: 17/10/2026'. The 'Checkout 1 item(s)' button is highlighted in a red box.

3. Review the items in your trolley, then select 'Next'.

The screenshot shows the 'Checkout' page with a progress bar: Trolley (1), Confirmation (2), Payment (3), and Complete (4). The 'Your trolley' section displays a note: 'Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.' Below this, it says 'Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.' The 'You have 1 item(s) in your trolley.' section shows a 'Passenger transport driver authorisation renewal fee' with an 'Authorisation number: 135701' and a 'Payment due: 17/10/2026'. The 'Amount: \$99.00' is displayed. The 'Total: \$99.00' is shown at the bottom right. The 'Next' button is highlighted in a red box.

4. Tick the box to confirm your payment, then select 'Proceed to payment'.

The screenshot shows the 'Confirm' page with a progress bar: Trolley (1), Confirmation (2), Payment (3), and Complete (4). The 'Confirm' section displays a note: 'Please review your items and select Proceed to payment to confirm or Back to make changes.' Below this, it shows the 'Passenger transport driver authorisation renewal fee' with an 'Authorisation number: 135701' and an 'Amount: \$99.00'. A checkbox is checked, and the text 'I have reviewed the above items and confirm that all information shown is correct.' is displayed. The 'Proceed to payment' button is highlighted in a red box.

5. Enter your credit card details, then select 'Process payment'.

Trolley Confirmation **Payment** Complete

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount \$99.00

We accept American Express, Mastercard or Visa.   

Cardholder name

Card number

Expiry date

CVN

Process payment

6. Your PTD authorisation document will be emailed to you upon payment. You can also view your PTD authorisation document in your DoT Direct account.

Select 'Download receipt' to download a copy of your receipt.

Trolley Confirmation **Payment** Complete

Order complete

Your payment has been accepted.  Print payment summary

It is important that you print or save your receipt(s) or record the receipt number(s) as proof of your payment(s).

A copy of your receipt(s) has been emailed to **henrygold@gmail.com**.

Passenger transport driver application fee

 Receipt #: 168225745

Amount \$98.00 **Download receipt**

Cancelling PTD authorisation applications

You can cancel your PTD authorisation application in DoT Direct. The application can be cancelled:

- after payment of the application fee during the assessment stage, or
- after the assessment stage and before payment of the authorisation fee.

1. To cancel your PTD authorisation application, select 'On-demand Transport'. From the dropdown menu, select 'Passenger transport drivers (PTD)', then 'PTD authorisations'.

Overview Profile Driver's Licence **On-demand Transport** Vehicles Infringements Marine NDIS Help

On-demand booking services (ODBS)

Passenger transport drivers (PTD) PTD authorisations

Passenger transport vehicles (PTV) Notifiable occurrence reports

2. Your 'Current passenger transport driver application details' will show. Select 'Cancel application'.

Passenger transport drivers The information provided is only current as at 23/09/2026 3:42 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

Current passenger transport driver application details

Created on: 23/09/2026

Status: Application in progress - being assessed

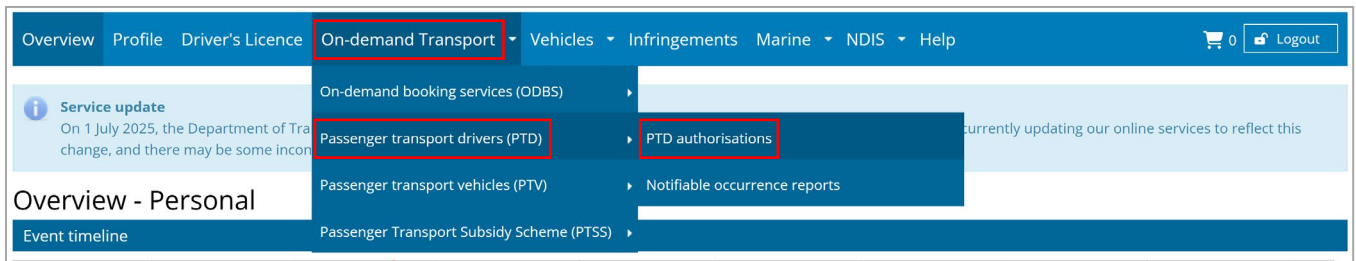
Cancel application

To check the current processing time for PTD authorisation applications, visit [Transport WA](#).

For enquiries contact 13 11 56 (operating hours available on [Transport WA](#)) or email ondemandtransport@transport.wa.gov.au.

Managing your PTD authorisation

To view and manage your current and past PTD authorisations and their related documents, select 'On-demand Transport'. From the dropdown menu, select 'Passenger transport drivers (PTD)', then 'PTD authorisations'.



Confirmation of a PTD authorisation

To confirm the status of your PTD authorisation, go to the 'PTD authorisations' page. Your PTD authorisation's details will display, showing you:

- 'Authorisation number'
- 'Issue date'
- 'Expiry date'
- 'Status'
- 'Commercial driver medical due date', and
- 'National Police Certificate due date'.

Passenger transport drivers The information provided is only current as at 24/09/2026 2:25 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

Current passenger transport driver authorisation details

Authorisation number:	5005846
Issue date:	21/07/2026
Expiry date:	20/07/2027
Status:	Active
Commercial driver medical due date:	15/07/2027
National Police Certificate due date:	15/07/2027

[Cancel authorisation](#)
[Download medical certificate form](#)
[Provide National Police Certificate](#)
[Request new version of authorisation document](#)

▼ Authorisation issue period: 21/07/2026 - 20/07/2027

Document name	Date created	Actions
PTD authorisation document.PDF	21/07/2026 11:35 AM	Download
168223240.PDF	21/07/2026 11:35 AM	Download
PTDAuthorisationFeeAccountNotice.PDF	21/07/2026 11:35 AM	Download

View PTD authorisation and other documents in DoTDirect

Your current and past PTD authorisation documents, account notices and receipts are available to view and print from the 'PTD authorisations' page .

Scroll down to view the documents available. Documents will be grouped by the 12-month periods that each PTD authorisation is valid for. Select 'Download' to download a document.

Passenger transport drivers

The information provided is only current as at 24/09/2026 2:25 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

Current passenger transport driver authorisation details

Authorisation number:

5005846

Issue date:

21/07/2026

Expiry date:

20/07/2027

Status:

Active

Commercial driver medical due date:

15/07/2027

National Police Certificate due date:

15/07/2027

Cancel authorisation

Download medical certificate form

Provide National Police Certificate

Request new version of authorisation document

▼ Authorisation issue period: 21/07/2026 - 20/07/2027

Document name	Date created	Actions
PTD authorisation document.PDF	21/07/2026 11:35 AM	Download
168223240.PDF	21/07/2026 11:35 AM	Download
PTDAuthorisationFeeAccountNotice.PDF	21/07/2026 11:35 AM	Download

Request an updated version of your PTD authorisation

If you have changed your name, you can request and pay for an updated version of your PTD authorisation on the 'PTD authorisations' page.

Note: You can still download copies of your existing PTD authorisation for free.

1. Select 'Request new version of authorisation document'.

Passenger transport drivers

The information provided is only current as at 24/09/2026 2:25 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

Current passenger transport driver authorisation details

Authorisation number:

5005846

Issue date:

21/07/2026

Expiry date:

20/07/2027

Status:

Active

Commercial driver medical due date:

15/07/2027

National Police Certificate due date:

15/07/2027

Cancel authorisation

Download medical certificate form

Provide National Police Certificate

Request new version of authorisation document

2. Tick the box to indicate you have reviewed the order details and confirm the information is correct, then select 'Add to trolley'.

Request a new copy of the authorisation document

Confirm purchase

If your details have changed and you would like to obtain an updated version of your passenger transport driver authorisation document, you are required to pay the passenger transport authorisation document copy fee.

Order details

Authorisation number:

5005846

Amount:

\$12.40

☒ I have reviewed the above order details and confirm that all information shown is correct.

Add to trolley

Cancel

3. Review your trolley to confirm it is correct, then select 'Next'.

Checkout

Trolley Confirmation Payment Complete

1 2 3 4

Your trolley

Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.

Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.

You have 1 item(s) in your trolley. View as: [List] [Grid] [Table]

Remove all items

Passenger transport driver authorisation document copy fee

Authorisation number: 5005846

Amount: \$12.40

Remove from trolley

Total: \$12.40

[Cancel](#) [Next](#)

4. Tick the box to confirm you have reviewed the items and that all the information is correct, then click 'Proceed to payment'.

Checkout

Trolley Confirmation Payment Complete

1 2 3 4

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Passenger transport driver authorisation document copy fee

Authorisation number: 5005846

Amount: \$12.40

☒ I have reviewed the above items and confirm that all information shown is correct.

[Back](#) [Proceed to payment](#)

5. Enter your credit card details, then select 'Process payment'.

Trolley Confirmation Payment Complete

1 2 3 4

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount: \$12.40

We accept American Express, Mastercard or Visa.   

Cardholder name

Card number

Expiry date MM YY

CVN

[Process payment](#)

6. Your payment has now been made, and your updated PTD authorisation document will be emailed to you. To download a receipt of your payment, select ‘Download receipt’.

TrolleyConfirmationPaymentComplete

Order complete

Your payment has been accepted.

Print payment summary

It is important that you print or save your receipt(s) or record the receipt number(s) as proof of your payment(s).

A copy of your receipt(s) has been emailed to johncitizen@gmail.com.

Passenger transport driver authorisation document copy fee

Authorisation number: 5005846

Receipt #: 168225778

Amount

\$12.40

Download receipt

Payment details

Amount:

\$12.40

Date and time submitted:

24/9/2026 2:40 PM

Card number:

5123 45XX XXXX X346

Return to Overview

PTD authorisation renewal

PTD authorisations are valid for a period of 12 months. If you wish to continue transporting passengers for hire or reward, you must renew your PTD authorisation. You can also choose to [Renew your PTD authorisation early](#), up to 6 months before your authorisation expires.

If your PTD authorisation is not renewed by midnight of the expiry date, you will receive an email notifying you that you are no longer authorised to transport passengers for hire or reward. For more information, see [Late renewal of your PTD authorisation](#).

PTD authorisations are unable to be renewed if you have an outstanding request for an NPC or a medical assessment (NPCs and medical assessments are required at intervals of up to 5 years). If required, you will only be able to renew your PTD authorisation once you have uploaded copies of your new documents. For more information, see [Providing updated documents](#).

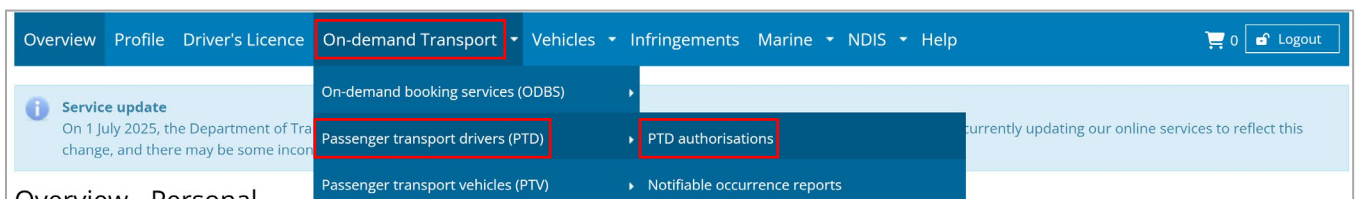
Note: You must have a valid driver's licence to renew and hold a PTD authorisation. If your licence is not valid (i.e. it is expired, suspended or cancelled) your renewal payment will not be accepted.

Renew your PTD authorisation early

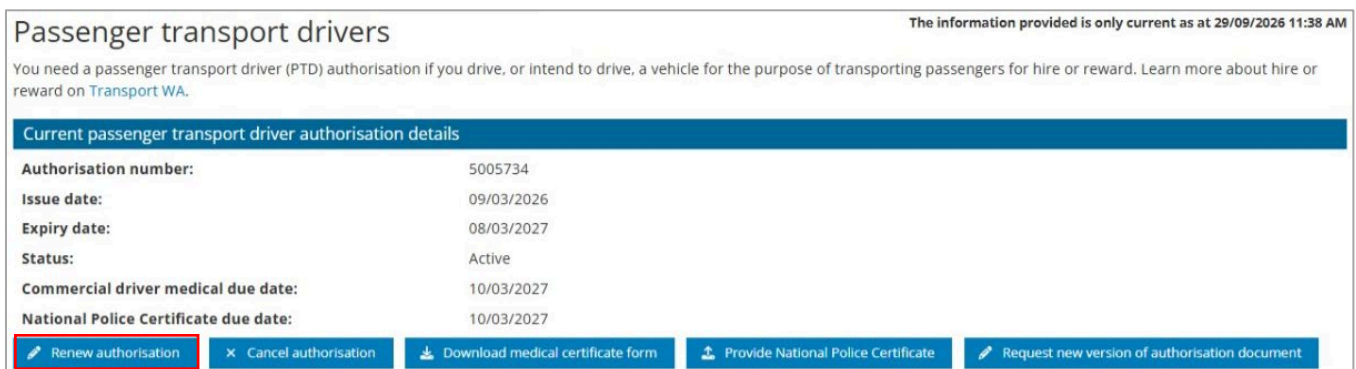
You can renew your PTD authorisation up to 6 months prior to your PTD authorisation's expiry.

Note: Early renewal is only available if you are renewing your authorisation more than 6 weeks before it expires. To learn how to renew 6 weeks before expiry, see [Renew your PTD authorisation](#).

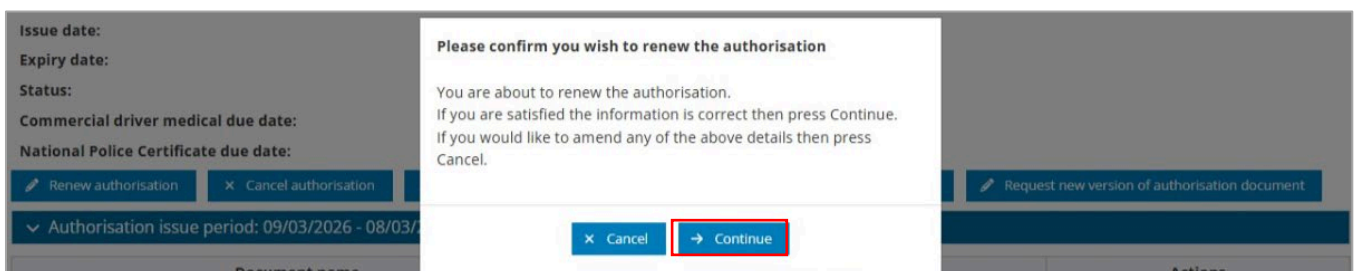
1. To renew your PTD authorisation early, select 'On-demand Transport'. From the dropdown menu, select 'Passenger transport drivers (PTD)', then 'PTD authorisations'.



2. Select 'Renew authorisation'.



3. Select 'Continue' to confirm that you wish to renew the authorisation, then follow the steps in [Paying your PTD authorisation renewal fee](#).



Renew your PTD authorisation

If you do not renew your PTD authorisation early, you will receive a renewal notice 6 weeks prior to your authorisation's expiry, with an invoice for your PTD authorisation renewal fee.

1. You can find your PTD authorisation renewal fee, under the 'To-do list' on your 'Overview' page. Select 'Add to trolley'.

Overview

Event timeline

The timeline shows two upcoming events: 'PTD authorisation expiry' and '1HKL655 licence expiry'. The timeline spans from April 2026 to April 2028.

To-do list

When	Date	To-do	Actions
22 days	17/10/2026	The passenger transport driver authorisation renewal fee is available for payment (account number 011134276894).	 Add to trolley

2. Select the 'Trolley' icon followed by 'Checkout 1 item(s)', then follow the steps in [Paying your PTD authorisation renewal fee](#).

Overview

Event timeline

The screenshot shows the 'Overview' page with the 'Add to trolley' button highlighted. A modal window is open showing the 'Recently added item(s)' section with the 'Passenger transport driver authorisation renewal fee' item. The 'Checkout 1 item(s)' button is highlighted.

Paying your PTD authorisation renewal fee

PTD authorisation renewal fees can only be paid through your DoTDirect account or via BPay. They cannot be paid via the general 'pay online' page on the Transport WA website.

1. After adding the PTD authorisation renewal fee to your trolley. Select 'Next'.

Checkout

Trolley Confirmation Payment Complete

Your trolley

Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.

Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.

You have 1 item(s) in your trolley.

Passenger transport driver authorisation renewal fee

Authorisation number: 5005734

Payment due: 8/3/2027

Amount: \$99.00

Total: \$99.00

[Cancel](#) [Next](#)

2. Tick the box to confirm you have reviewed the items and that all the information is correct, then click 'Proceed to payment'.

Trolley Confirmation **Payment** Complete

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Item	Amount
Passenger transport driver authorisation renewal fee Authorisation number: 5005734	\$99.00

☒ I have reviewed the above items and confirm that all information shown is correct.

[← Back](#) [→ Proceed to payment](#)

3. Enter your credit card details, then select 'Process payment'.

Trolley Confirmation **Payment** Complete

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount: \$99.00

We accept American Express, Mastercard or Visa.   

Cardholder name:

Card number:

Expiry date: MM YY

CVN:

[Process payment](#)

4. Your payment has now been made, and your updated PTD authorisation document will be emailed to you.

Trolley Confirmation **Payment** **Complete**

Order complete

Your payment has been accepted. [Print payment summary](#)

It is important that you print or save your receipt(s) or record the receipt number(s) as proof of your payment(s).
A copy of your receipt(s) has been emailed to johncitizen@gmail.com.

Payment details

Amount:	\$99.00
Date and time submitted:	29/9/2026 11:43 AM
Card number:	5123 45XX XXXX X346

[← Return to Overview](#) [🛒 Make more payments](#)

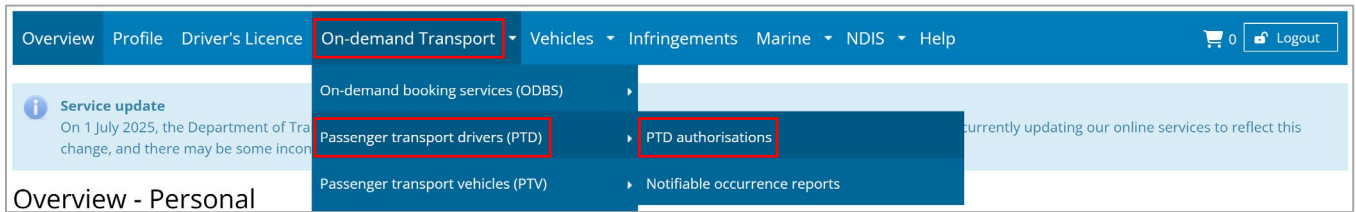
Late renewal of your PTD authorisation

You can still make payment up to 6 months after the expiry date, however you are not authorised to transport passengers for hire or reward until the PTD authorisation fee is paid. The expiry date of the authorisation does not change if you make payment after the expiry.

Once a PTD authorisation has expired for more than 6 months, it is considered lapsed and you will need to make a new application.

Providing updated documents

To manage and update your PTD authorisations documents, select 'On-demand Transport'. From the dropdown menu, select 'Passenger transport drivers (PTD)', then 'PTD authorisations'.



Providing a new National Police Certificate

Note: Do not attempt to resubmit an NPC by starting a PTD authorisation application. Doing so will result in the cancellation of your PTD authorisation.

You must provide a new NPC to DTMI every 5 years. Your NPC expiry date can be found in your [DoT Direct](#) account. DTMI will also send you an email reminder 3 months before your new NPC is due.

Before your NPC expires, you can submit a new NPC by:

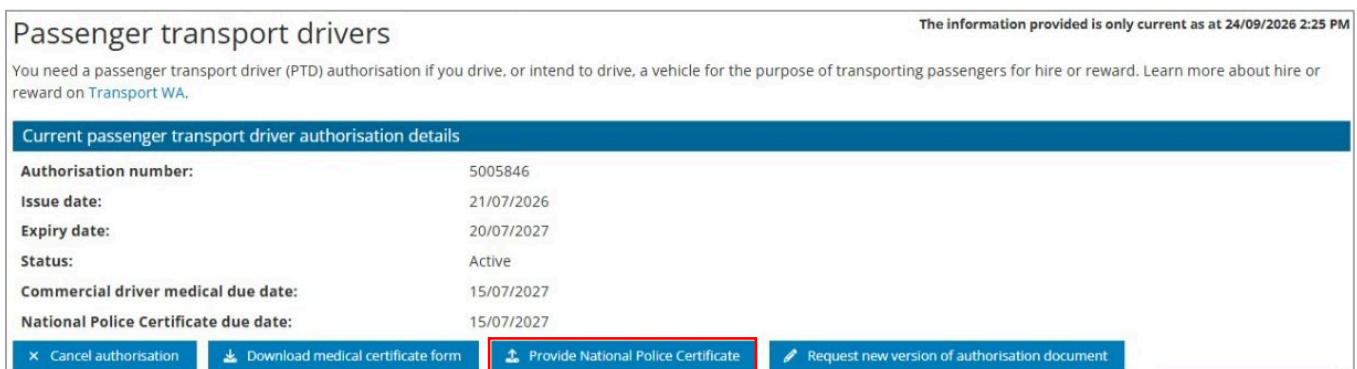
- Uploading it in your DoT Direct account, or
- Emailing it to occupational.licenses@transport.wa.gov.au

If you do not provide a new NPC before the expiry date, you can only submit a new NPC via email. After an NPC has expired, it cannot be updated via DoT Direct.

If you happen to obtain an NPC for another reason, you may provide it to DTMI at any time during the 5 years. Each time you provide an NPC to DTMI, your next NPC due date will be set to 5 years' time. For example, if you provided an NPC to DTMI in 2020 and then provided another NPC in 2023, your next NPC will be due in 2028.

You can provide a new NPC by uploading it in your DoT Direct account, using the following steps.

1. Go to the 'PTD authorisations' page and select 'Provide National Police Certificate'.



2. Select 'Add document'.



3. Select 'Browse' and select your National Police Certificate. Note: The total file size limit is 7Mb.
4. Once you have selected the documents you want to upload, select 'Save'.

Provide National Police Certificate

To upload your document: * [+ Add document](#)

Test NPC.pdf [Browse](#)

Note: There is a limit of 10 documents that can be attached.

[✓ Save](#) [✕ Cancel](#)

5. Select 'Continue' to submit your documents to DTMI.

John Citizen National Police Certificate.pdf [Browse](#)

Note: There is a limit of 10 documents that can be attached.

[✓ Save](#) [✕ Cancel](#)

Please confirm you wish to provide National Police Certificate

You are about to provide your National Police Certificate.
If you are satisfied the information is correct press Continue.
If you would like to amend any of the details then press Cancel.

[✕ Cancel](#) [✓ Continue](#)

6. A notification will appear on the top right-hand corner of the screen, confirming your file has been submitted to DTMI.

If any further information or documentation is required by DTMI, you will be notified via email.

Government of Western Australia Department of Transport | **DoTDirect**

National Police Certificate has been submitted. [Contact us](#) [Feedback](#)

Welcome John Citizen

Overview Profile Driver's Licence On-demand Transport Vehicles Infringements Marine NDIS Help [0](#) [Logout](#)

Provide National Police Certificate

To upload your document: * [+ Add document](#)

Providing a new medical assessment certificate

To continue to hold a PTD authorisation, you must provide a medical assessment certificate, completed to commercial vehicle standard, once every 5 years. You can view your medical due date in DoTDirect.

Note: You may be required to provide medical assessment certificates more frequently if you have a medical condition.

You will receive a medical assessment notice approximately 3 months before your existing medical assessment is due to expire.

To provide a new medical assessment certificate, download the pre-populated form in your DoTDirect account, using the following steps. This form must be completed by your medical professional.

1. Go to the 'PTD authorisations' page and select 'Download medical certificate form'.

Passenger transport drivers The information provided is only current as at 24/09/2026 2:25 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

Current passenger transport driver authorisation details

Authorisation number:	5005846
Issue date:	21/07/2026
Expiry date:	20/07/2027
Status:	Active
Commercial driver medical due date:	15/07/2027
National Police Certificate due date:	15/07/2027

[✕ Cancel authorisation](#) [Download medical certificate form](#) [Provide National Police Certificate](#) [Request new version of authorisation document](#)

2. Take the medical assessment certificate to your medical professional to complete. Once it is complete, your medical professional will either:
 - a. forward the completed medical assessment certificate to DTMI. Once it has been processed by DTMI, you will be able to renew your PTD authorisation in DoTDirect if it is due, or
 - b. give the completed medical assessment certificate to you, so that you can forward it to DTMI.

You can upload a copy of the medical assessment yourself, by:

- going to the to-do list in your DoTDirect account and select 'Provide medical assessment certificate'
- emailing it to driverservices@transport.wa.gov.au with your name and drivers licence number in the subject line , or
- posting by mail to
C/O Department of Transport and Major Infrastructure
GPO Box R1290
Perth WA 6844

Once DTMI has processed your medical assessment certificate, you will be able to renew your PTD authorisation in DoTDirect if it is due.

Surrendering a PTD authorisation

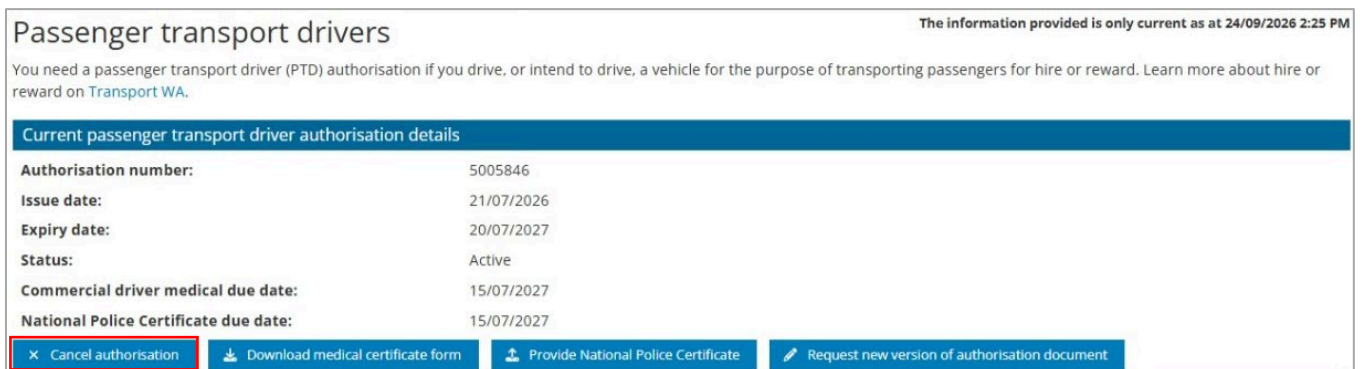
If you no longer wish to hold a PTD authorisation you can choose to surrender it. Surrender your PTD authorisation in your DoTDirect account by completing the following steps.

Note: Your PTD authorisation will be cancelled immediately. If you wish to hold a PTD authorisation again in the future you will have to apply again and pay the associated fees.

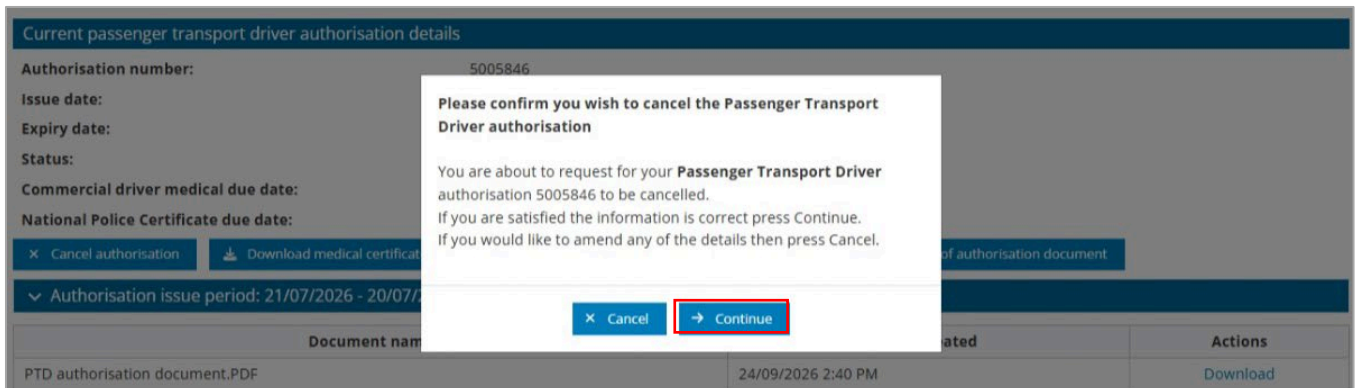
1. Select 'On-demand Transport'. From the dropdown menu, select 'Passenger transport drivers (PTD)', then 'PTD authorisations'.



2. Select 'Cancel authorisation'.



3. Confirm that you wish to continue with cancelling the authorisation by selecting 'Continue'.



4. You will be taken back to the PTD landing page and you will no longer see a PTD authorisation. Instead, you will see the 'Apply for a PTD authorisation' button because your PTD authorisation has been cancelled immediately. You will receive an email notifying you that it has been cancelled.

When DTMI receives your request to surrender your PTD authorisation, the requirement to provide a medical assessment will be removed from your record, unless you have a medical condition that may impair your ability to drive.

Passenger transport drivers

The information provided is only current as at 23/09/2026 3:26 PM

You need a passenger transport driver (PTD) authorisation if you drive, or intend to drive, a vehicle for the purpose of transporting passengers for hire or reward. Learn more about hire or reward on [Transport WA](#).

You can apply for a PTD authorisation if you:

- have reached the age of 20 years; and
- hold a current and valid WA driver's licence; and
- have held a driver's licence, or the equivalent driving authorisation from another jurisdiction for a period of three (3) years; and
- have not been disqualified from holding or obtaining a PTD authorisation.

There are two (2) costs associated with a PTD authorisation:

- an initial application fee, when you first apply for a PTD authorisation; and
- an annual authorisation fee, if your application is successful.

If you have a driving authorisation from another jurisdiction, and not a current and valid WA driver's licence, you must apply using the [Mutual Recognition process](#).

Further information on PTD authorisations is available on [Transport WA](#).

To successfully submit a PTD authorisation application, you must:

- provide a National Police Certificate not older than three (3) months; and
- undergo a commercial driver medical assessment; and
- answer suitability questions.

Print a commercial driver medical assessment form (M107A) to take to your doctor:

[Download medical certificate form](#)

Got your medical assessment and National Police Certificate ready?

[✓ Apply for a PTD authorisation](#)