With reference to details regarding our practice with regards to processing self-abstract requests: when a client enters our office looking for a driver’s abstract for themselves they are given the ‘Request for Personal and Motor Vehicle Information’ form and asked to complete the top portion, including signature and date. We scan their licence to search for the requested abstract.

When a client requests a driver’s abstract but cannot attend our office we forward to them, via fax or email, the ‘Driver Abstract Consent’ form and advise them to complete Part 1. They are then advised to return the completed form to our office via fax or email, or to the person receiving the abstract on their behalf. When the person receiving the abstract attends our office they are asked to complete the ‘Driver Abstract Statement of Intent’ form. A registry agent will act as witness.

We scan the licence of the person receiving the abstract, and on the abstract screen enter the licence number of the ‘out of office’ person needing the abstract under ‘Operator Licence New’, and enter y for ‘One-Time Client’.

For both services we print a ROADS tx receipt for our records.