Application for transfer of registration

What is a transfer of registration?

A transfer of registration is a change of the registered operator1 of a registered vehicle. VicRoads records the identification details of each vehicle and the current registered operator of the vehicle.

VicRoads’ vehicle register is not a register of title (vehicle ownership).

Do I need to use this form?

Yes: To buy or sell a vehicle with number plates attached and current registration2.

No: To buy or sell a vehicle without number plates and/or with cancelled registration, do not use this form. For further information please visit vicroads.vic.gov.au

Buyer instructions

You need to provide complete and accurate information so the registration can be transferred successfully. Otherwise, the registration will not be transferred and may be suspended.

How do I check the vehicle details?

- Confirm the seller has the right to transfer the vehicle (ask the seller for evidence, eg. a certificate of registration) and their identity.
- Check the registration status is current (not suspended or cancelled).
  - Check these details online at vicroads.vic.gov.au with the registration number or Vehicle Identification Number (VIN)2.
  - Confirm that the vehicle is not reported stolen, not recorded written-off and is free of encumbrance, outstanding fines, warrants or sanctions issued by the Sheriff (eg. money owing).
- Check these details by contacting the Personal Property Security Register (PPSR) online at ppsr.gov.au or call 1300 007 777 (1300 00PPSR).
- If the registration is close to expiry, a renewal notice may have already been issued to the seller. After the transfer is processed successfully, a new one should be sent to you by mail.

How do I complete the transfer?

- Ask the seller if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. If it is, they must disclose this to you in writing (see Vehicle details section on form).
- Ensure number plates are attached to the vehicle. If you buy a vehicle with custom or personalised number plates attached and current registration2, rights relating to the use of the number plates will pass to you.
- Check the VIN2 or chassis number matches the registration certificate or check these details online at vicroads.vic.gov.au.
- Ask the seller for a Certificate of Roadworthiness (RWC)3. The registration number on the RWC must match the number plates on the vehicle.
- Ask the seller for a written receipt as proof of purchase and ownership for your records.
- Record the market value2 and calculate the motor vehicle duty (see how to calculate overleaf). Penalties may apply if a person under declares the market value.
- If you do not possess a Victorian driver licence/learner permit or are not an established VicRoads client, you must present original evidence of identity documents along with this application at a VicRoads Customer Service Centre.
- Complete the Buyer details, Transfer details and Payment sections, check the Vehicle details section and sign this form with the seller.
- Give one copy to the seller and keep the other for your own records.
- Submit the original transfer form with relevant documents and applicable payment (see overleaf) to VicRoads within 14 days of sale. You may need to pay a penalty or additional fees if this is late or not submitted.

OR: If you buy from an LMCT you will need to complete the form provided by them, and pay your transfer fee and applicable motor vehicle duty to the LMCT who is required to forward this to VicRoads on your behalf.

Buyer instructions continued overleaf

Seller instructions

You need to provide complete and accurate information so the registration can be transferred successfully. Otherwise, you may be liable for any traffic offences that the buyer (new registered operator) may incur.

What do I need to do?

- Tell the buyer if your vehicle is recorded on the Victorian or an interstate written-off vehicles register. You must disclose this to the buyer in writing (by answering Yes or No to this question in the Vehicle details section and provide any other details to the buyer).
- Ensure your vehicle registration is still current (not suspended or cancelled), check online at vicroads.vic.gov.au.
- Check that you do not have any outstanding fines, warrants or sanctions issued by the Sheriff which may prevent this transfer – more information at fines.vic.gov.au.
- Do I need to get a Certificate of Roadworthiness (RWC)?
  In most cases, yes. Give the buyer a RWC issued in Victoria no more than 30 days before the date of sale2. The registration number on the RWC must match the number plates on the vehicle.
  You do not need to provide a RWC if you transfer:
  - to your spouse or domestic partner
  - a caravan or light trailer under 4.5 tonnes GVM
  - a recreational motorcycle
  - to a Licensed Motor Car Trader (LMCT) for re-sale, demo or provision to a secondary educational institution for driver education purposes
  - certain types of vehicles that are not designed primarily for carrying passengers or goods (eg. tractor, forklift, mobile plant)
  For other exemptions please check VicRoads’ website.
- Write a receipt for the buyer as proof of purchase and ownership and include the registration number, VIN or chassis number and buyer and seller name. (This transfer form cannot be used as a register of title).
- Complete the Seller details and Vehicle details sections and sign this form with the buyer.
- OR: If you sell to an LMCT, you will need to complete the form provided by them.
- Give the original transfer form to the buyer to submit to VicRoads.
- Keep one of the copies as a record of the application for transfer and date of sale.

How do I transfer with custom or personalised plates?

If you sell your vehicle with custom or personalised number plates attached and current registration2, rights relating to the use of the number plates will pass to the buyer.

If you want to keep the rights to your custom or personalised number plates for future use, you need to tell VicRoads and get new number plates for your vehicle before you transfer the registration.
Application for transfer of registration

Definitions

1. Registered operator – an individual or corporation who owns or manages a vehicle and has the right to register it. To register a vehicle the individual must be at least 17 years for a light vehicle, 17 years and 9 months for a motorcycle, and 18 years for a heavy vehicle. There can only be one registered operator per vehicle (no joint registration).

2. Current registration – registration expires at midnight of the registration expiry date. VicRoads will cancel the registration if it is not renewed within three months after expiry. The registration can still be transferred during this three month period, but the vehicle must not be driven until registration is renewed. If the vehicle does not meet this definition, do not use this form and check VicRoads’ website on buying and selling (not a transfer).

3. Seller – the individual or corporation (current registered operator) who is disposing of the vehicle. It may be sold or given away for free.

4. Buyer – the individual or corporation who is acquiring the vehicle (proposed registered operator). It may be paid for or received as a gift.

5. Surname and given name(s) – must match the name on an individual’s Victorian licence or evidence of identity documents.

6. Company name – the name of a corporation registered with the Australian Securities and Investments Commission (ASIC). For example, ‘Sample Cars Pty Ltd’. Trading names cannot be used to register a vehicle.

7. Australian Company Number (ACN) – a unique nine digit number issued to a company by Australian Securities and Investments Commission (ASIC). Australian Business Numbers (ABNs) cannot be used to register a vehicle.

8. Victorian licence / client number – provide a Victorian driver licence/learner permit number for a licence/learner permit holder or a client number for a corporation. A client number is a unique nine digit number issued by VicRoads to corporations and individuals without a Victorian licence or learner permit. If you are an established VicRoads client, but do not know your client number, please ensure all other details are completed.

9. Garage address – where the vehicle will normally be kept (eg. home, office or heavy vehicle depot). VicRoads will only register vehicles garaged in Victoria. If the garage address is (or will be) in another state you must register the vehicle there. If you change any of your details you must notify VicRoads within 14 days.

10. Vehicle Identification Number (VIN) – a unique 17 digit identifier made up of numbers and letters on a vehicle. If there is no VIN (eg. on pre 1989 vehicles), provide a chassis number.

11. Certificate of Roadworthiness (RWC) – also known as a Roadworthy Certificate, issued by a Victorian Licensed Vehicle Tester to certify if a vehicle is in roadworthy condition. It is valid for 30 days from the date of issue, unless a defect notice is issued within the period of validity.

12. Market value – also known as dutiable value, is the price at which the vehicle might reasonably be sold, free from encumbrances, on the open market; or the purchase price – whichever is greater. For example, if you paid $4000 but it would normally be worth $5000, the market value is $5000. For example, if you pay greater than the normal market value due to a vehicle’s condition, the dutiable value is the amount paid.

13. Date of sale – refers to the date of transfer or delivery, when the buyer acquires the vehicle from the seller.

Penalties

The seller (disposer) must inform the buyer in writing if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. Failure to do so may result in a penalty of over $1000. The buyer (acquirer) must complete and sign this application with the seller and submit to VicRoads with relevant documents and pay the applicable motor vehicle duty and transfer fee within 14 days of sale. Failure to do so may result in a penalty of over $500. For the buyer is not a Licensed Motor Car Trader (dealer) and acquires a vehicle from a dealer, the buyer must, at the time of acquiring the vehicle, complete an application for transfer of registration form as acquire, sign it and give it to the dealer; and unless the dealer otherwise agrees, pay to the dealer the applicable motor vehicle duty and transfer fee. Failure to do so may result in a penalty of over $1000. (Road Safety (Vehicles) Regulations 2004)

Buying a motor vehicle

Do I need to provide evidence of identity?

Individuals: Yes, if you do not have a Victorian driver licence/learner permit or a VicRoads client number, you must present full original evidence of identity documentation with this application at a VicRoads Customer Service Centre.

Companies: Yes, if you do not have a client number with VicRoads, you will need to present evidence of your company with this application at a VicRoads Customer Service Centre.

Please check vicroads.vic.gov.au for requirements.

How do I lodge this application?

You must submit this form with relevant documents (eg. RWC) and applicable payment within 14 days of sale by:

- mail (cheque or money order) to: GPO Box 1644, Melbourne Victoria 3001
- Post: VicRoads, GPO Box 1644, Melbourne, Victoria, 3001
- Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) or call (03) 8677 7855.
- Web: vicroads.vic.gov.au

How do I apply on behalf of someone else or a company?

You must provide evidence of identity and an original signed letter of authority to act on behalf of another person or a company at a VicRoads Customer Service Centre. The letter must nominate the vehicle to be transferred.

For deceased estates, refer to the Deceased Estate Pack or VicRoads’ website for further information.

Do I need to pay fees?

Yes, the buyer needs to pay a transfer fee, declare market value of the vehicle and pay motor vehicle duty (if applicable).

Transfer fees

Motor vehicle - $38.30
Motorcycle/Trailer/Caravan - $6.20

Fees are subject to change. A card payment fee will apply for Mastercard or Visa payments. For further information visit vicroads.vic.gov.au.

Market value

You must declare the correct market value (the price at which the vehicle might reasonably be sold, free from encumbrances, on the open market; or the purchase price – whichever is greater).

Do I need to pay motor vehicle duty?

In most cases, yes. The amount of motor vehicle duty payable is $8.40 for every $200 or part thereof of the market value. You do not need to pay motor vehicle duty if the transfer falls under one of the following exemptions:

- between spouses or domestic partners
- a caravan or light trailer under 4.5 tonnes GVM
- to a Licensed Motor Car Trader (LMC) for re-sale, demo or promotion to a secondary educational institution for driver education purposes
- to a primary producer (a special vehicle, special purpose vehicle, tractor, trailer or item of agricultural equipment only)

For other exemptions please check VicRoads’ website.

You can calculate motor vehicle duty online at vicroads.vic.gov.au

How to calculate motor vehicle duty

Market value

Market value $ \div 200 = \text{A}

Example calculation

$12,420 \div 200 = 62.1 \text{A}

Motor vehicle duty

ROUND UP A to the next whole number (no decimals) x 8.4 = $

Example calculation

63 x 8.4 = $529.2

Post: VicRoads, GPO Box 1644, Melbourne, Victoria, 3001
Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au
Application for transfer of registration

This form must be completed and signed by both the seller and buyer and returned to VicRoads within 14 days of sale. For correct processing, please print clearly in ink using BLOCK letters. All details should be provided including the licence number for all Victorian licence holders. VicRoads' vehicle register is not a register of title (vehicle ownership).

Seller details

Surname OR company name

Given name(s) OR ACN (if applicable)

Victorian licence / client no.

Date of birth

Home (or company) address

Postcode

Postal address (if different from above)

Postcode

Phone (mobile preferred)

Email

Vehicle details

Registration number

Date of registration expiry

Year

Make

Model

Body type

VIN (or chassis number if no VIN)

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?

Yes No

Further information about written-off vehicles is available at VicRoads' website.

Have you attached an original Certificate of Roadworthiness (RWC) issued in Victoria not more than 30 days before the date of sale?

Yes No

You must attach a RWC for the form to be processed (unless exempt).

RWC serial number

RWC issue date

RWC tester’s licence number

EX

Transfer details

Market value of the vehicle

Date of sale

To avoid penalties do not under declare the market value.

To avoid liability for traffic offences and penalties the exact date of sale must be shown.

Payment

Exemption code

Transer fee

Motor vehicle duty

Total payable

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the seller (disposer) upon request. I have checked the vehicle details provided by the seller match the vehicle and agree on the market value of the vehicle as declared on this form.

Signature of seller

Date

Buyer details

Surname OR company name

Given name(s) OR ACN (if applicable)

Victorian licence / learner permit / client no.

Date of birth

Home (or company) address

Postcode

Garage address (if different from above)

Postcode

Postal address (if different from above)

Postcode

Phone (mobile preferred)

Email

Signature of buyer

Date

Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the Road Safety Act 1986 and the Marine Safety Act 2010. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the Road Safety Act 1986. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this personal information. Failure to provide the information may result in the form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure Protecting your privacy or contact VicRoads on 13 11 71.

Providing false and/or misleading information or documents is a serious offence under the Road Safety Act 1986 and/or Marine Safety Act 2010 and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.
Application for transfer of registration

BUYER TO RETAIN THIS CARBON COPY

Seller details
Surname OR company name
Given name(s) OR ACN (if applicable)
Victorian licence / client no.
Date of birth
Home (or company) address
Postal address (if different from above)
Phone (mobile preferred)
Email

Vehicle details
Registration number
Date of registration expiry
Year
Make
Model
Body type
VIN (or chassis number if no VIN)

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?
Yes □ No □
Further information about written-off vehicles is available at VicRoads’ website.

Have you attached an original Certificate of Roadworthiness (RWC) issued in Victoria not more than 30 days before the date of sale?
Yes □ No □
You must attach a RWC for the form to be processed (unless exempt).

RWC serial number
RWC issue date
RWC tester’s licence number

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the buyer (acquirer) upon request. I have informed the buyer that this vehicle is recorded on the Victorian or an interstate written-off vehicles register (if applicable). I agree with the buyer on the market value of the vehicle as declared on this form.

Signature of seller
Date

Buyer details
Surname OR company name
Given name(s) OR ACN (if applicable)
Victorian licence / learner permit / client no.
Date of birth
Home (or company) address
Garage address (if different from above)
Postal address (if different from above)
Phone (mobile preferred)
Email

Transfer details
Market value of the vehicle
Date of sale

To avoid penalties do not under declare the market value.
To avoid liability for traffic offences and penalties the exact date of sale must be shown.

Payment
To avoid penalties the duty and fees should be paid when the application is lodged.
Exemption code (office use only)
Transfer fee
Motor vehicle duty
Total payable

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the seller (disposer) upon request. I have checked the vehicle details provided by the seller match the vehicle and agree on the market value of the vehicle as declared on this form.

Signature of buyer
Date

Privacy statement
Personal information VicRoads collects from you may be used by VicRoads, as permitted by the Road Safety Act 1986 and the Marine Safety Act 2010. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the Road Safety Act 1986. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.
You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure Protecting your privacy or contact VicRoads on 13 11 71.

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By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.

THIS COPY SHOULD BE KEPT BY THE BUYER
# Application for transfer of registration

**SELLER TO RETAIN THIS CARBON COPY**

## Seller details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Surname</strong> OR company name</td>
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<tr>
<td><strong>Given name(s)</strong> OR ACN (if applicable)</td>
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<tr>
<td><strong>Victorian licence / client no.</strong></td>
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<tr>
<td><strong>Date of birth</strong></td>
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<td><strong>Phone (mobile preferred)</strong></td>
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<td><strong>Email</strong></td>
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## Vehicle details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Registration number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of registration expiry</strong></td>
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<tr>
<td><strong>Year</strong></td>
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<td><strong>Make</strong></td>
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<td><strong>Model</strong></td>
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<td><strong>Body type</strong></td>
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<td><strong>VIN</strong> (or chassis number if no VIN)</td>
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</table>

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?  
- ☐ Yes  
- ☐ No

Have you attached an original Certificate of Roadworthiness (RWC) issued in Victoria not more than 30 days before the date of sale?  
- ☐ Yes  
- ☐ No

RWC serial number  
RWC issue date

RWC tester’s licence number  
EX

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the buyer upon request. I have checked the vehicle details provided by the seller match the vehicle and agree on the market value of the vehicle as declared on this form.

**Signature of seller**

## Buyer details

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## Transfer details

**Market value** of the vehicle  
**Date of sale**

To avoid penalties do not under declare the market value. To avoid liability for traffic offences and penalties the exact date of sale must be shown.

## Payment

To avoid penalties the duty and fees should be paid when the application is lodged.

<table>
<thead>
<tr>
<th>Exemption code (office use only)</th>
<th>Transfer fee</th>
<th>Motor vehicle duty</th>
<th>Total payable</th>
</tr>
</thead>
</table>

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the seller upon request. I have checked the vehicle details provided by the seller match the vehicle and agree on the market value of the vehicle as declared on this form.

**Signature of buyer**

## Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the Road Safety Act 1986 and the Marine Safety Act 2010. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the Road Safety Act 1986. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

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By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement.
Credit or debit card authorisation

For correct processing, please print clearly in ink using BLOCK letters.

Credit or debit card authorisation (mailed payments only)

If paying by credit or debit card, please provide your card details and your authorisation for card payment here. Please note: a card payment fee will apply when using Mastercard or Visa. For further information visit vicroads.vic.gov.au.

Card Type

<table>
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<th>Visa</th>
<th>Mastercard</th>
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</tr>
</tbody>
</table>

Name of cardholder

[ ]

Credit or debit card no.

[ ]

Total payable amount

$[ ]

Date of expiry

[ ]

Signature

[ ]

Important: terms for credit card use

1. As the cardholder I acknowledge and accept that a card payment fee will apply to the transaction, and that details of the fee are available at vicroads.vic.gov.au. By signing this form I authorise VicRoads to deduct the card payment fee in addition to any amounts payable.

2. VicRoads will arrange for funds to be debited from your nominated credit or debit card as authorised by you within fourteen (14) days of your form submission.

3. It is your responsibility to ensure that you have sufficient credit available on your credit or debit card within fourteen (14) days of submitting your form to cover your payment and that your card details are current and correct.

4. Should your credit or debit card payment default, VicRoads will notify you immediately and allow seven (7) days for you to respond with alternative payment.

5. If your declared payable amount is insufficient, VicRoads will notify you immediately and allow seven (7) days for you to pay the balance outstanding.

6. Should a response not be received within the seven (7) days allowed VicRoads may take action to suspend your registration.

7. If you believe that there has been an error in debiting your credit or debit card you should notify us immediately on 13 11 71 so that we can resolve your query promptly.