

Qld Motor Vehicle Register

User guide

CITEC Confirm

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Innovative Information Solutions

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1 Introduction

The Qld Motor Vehicle Register provides up-to-date information about registered vehicles including:

- ▶ motor vehicles
- ▶ marine vessels
- ▶ caravans
- ▶ trailers.

1.1 Request for access

We take privacy and information security very seriously. **Online access** to QMVR can be granted to the following approved entities only:

- ▶ statutory entities, such as Commonwealth, state and local government authorities
- ▶ insurance companies
- ▶ solicitors/legal firms
- ▶ administrators of insolvencies and bankruptcies.

Applications are approved by the Department of Transport and Main Roads. They may take 28 days or more to consider your application once they've received all supporting documents and will advise whether your application has been approved.

Alternatively, you can request [Assisted access](#) if you require, on occasion, vehicle information and are an approved entity.

1. To request for access, select **Request for Access** on the Qld Motor Vehicle Register menu.
2. Provide the required details and select **Next**.

3. A confirmation screen will display. Our Customer Service Centre will send you an application within one to two business days.

Note: Once our Customer Service Centre receives your application, including all supporting documents, it will be provided to the Department of Transport and Main Roads (TMR). TMR may take 28 days or more to consider your application and will advise whether your application has been approved.

1.2 Get started

From the Confirm main menu, select **QLD Motor Vehicle Register** and the search you require.

View Menu By Product

[View Menu by State](#)

Land Searches

- ACT Land Searches
- NSW Land Searches
- NSW Land Tax and Valuation Certificates
- NT Land Searches
- QLD Contaminated Land Search
- QLD Land Searches
- QLD Land Tax Certificates
- SA Land Searches
- TAS Land Searches
- Telco Cable Search
- VIC Land Searches
- WA Land Searches

Property Conveyancing and Settlements

- National Settlement Services
- NSW Conveyancing
- QLD Conveyancing
- QLD Transport & Main Roads Property Search
- VIC Conveyancing
- VIC Property Sales History Report

Manual Services

- National Manual Services

Corporate and Individual Searches

- ASIC and Business Name Searches
- Commercial Enquiries
- Bankruptcy Register
- PPSR - Personal Property Securities Register
- New Zealand Searches

Vehicle Searches and Lodgements

- QLD Motor Vehicle Register**

Court eFiling



- QCAT - QLD Civil and Administrative Tribunal eFiling
- QLD Magistrates Court eFiling
- VIC County Court eFiling
- VIC Magistrates Court eFiling
- Court Filing - Manual Services
- QCAT - Neighbourhood Disputes Registry Search (Tree and Fence)

Police Searches



- QLD Property Crime Reports
- QLD Traffic Incident Reports
- VIC Crime Reports

QLD Motor Vehicle Register Menu

Registration Details

-  [Current Registration Search](#)
-  [Point in Time Registration Search](#)
- [Agent Search](#)

Owner Name

-  [Current Owner Name Search](#)
-  [Point in Time Owner Name Search](#)

Document Ordering

- [Pre June 1998 Plate Search](#)
- [Dealer Plate Search](#)
- [Personalised Plate Search](#)
- [VIN/Chassis Or Engine Number Search](#)

Bulk File Upload

- [Test Bulk Upload](#)
- [Bulk Upload](#)

Application for QLD Motor Vehicle Register Access

- [Request for Access](#)

Additional Forms


- [Release of Information Request](#)

Terms and Conditions

- [QLD Motor Vehicle Register Terms and Conditions](#)

Note: Click the information 'i' icons to view details about a search.

Registration Details

 [Current Registration Search](#)

Dealer and Personalised Plate searches need to be requested through QMVR - Document Ordering.

Information on ordering all search types is in the following sections of this guide. You can also access Help online, from the header menu on each search screen.

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Sign out](#)
Account Bal: (\$5.00) at 2:18:48 PM on Jul 18, 2023

Accept the Qld Motor Vehicle Register Terms and Conditions

Before any search, you must agree with the Qld Motor Vehicle Register Terms and Conditions.

QLD Motor Vehicle Register Current Registration Multi Search

Enter details below and click Search to view results.
Dealer and Personalised Plate searches need to be requested through QMVR - Document Ordering.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

☐ Yes, I would like an additional copy of my results emailed to:

Retrieve your results

After you provide your search details and search, a result screen will display. Select **COMPLETED** to continue to the result summary and access your search results.

QLD Motor Vehicle Register Current Registration Multi Search Results

Click the Result link(s) to view individual search results.

Your Search		Your Reference	Result
Registration Number	123ABC	123ABC	COMPLETED

For searches that produce multiple results, a browse screen displays where you can choose extracts to order. A result summary will display for each extract that you search for.

QLD Motor Vehicle Register Owner Name Search Browse

Click individual links below to order an extract.

Your Search

Your Reference

test

Search Type

Current

Search By

Individual

Surname

Smith

Given Name

John

Middle Name(s)

Similar Sounding Surnames

Gender

Date of Birth

Approximate Age

Your Results

Information extracted from Department of Transport and Main Roads

Provider Information

Processing successful

Provided on

02-Jun-2022 03:58 PM

Name	Date of Birth	Gender	Address
JOHN SMITH \$ Order Extract \$	01-Jan-2000	MALE	1 SAMPLE STREET BRISBANE 4000, QUEENSLAND, AUS
JOHN SMITH \$ Order Extract \$	03-Mar-2003	MALE	1 SAMPLE STREET BRISBANE 4000, QUEENSLAND, AUS

On the result summary, you can access your results.

QLD Motor Vehicle Register Current Registration Search Result Summary
Click the link(s) to view a print friendly version of the relevant document(s).

Your Search

Your Reference	test
Registration Number	123ABC

Your Results

Provider Information	Processing successful
----------------------	-----------------------

[View Current Registration Search on 123ABC](#)

Results are stored in your Confirm inbox

For most Qld Motor Vehicle Register searches, you can view your results online immediately. The results are also stored in your Confirm inbox for 30 calendar days.

Access your Confirm inbox from the header menu located at the top right of every screen.

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Sign out](#)
Account Bal: (\$5.00) at 2:18:48 PM on Jul 18, 2023

1.3 Search tips

Our Qld Motor Vehicle Register search screens share common elements to simplify searches.

Email copy of your results

On the search input screen, select the checkbox and include your email address to have your search results emailed to you.

QLD Motor Vehicle Register Current Registration Multi Search

Enter details below and click Search to view results.

Dealer and Personalised Plate searches need to be requested through QMVR - Document Ordering.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

☐ Yes, I would like an additional copy of my results emailed to:

Add a reference for your search

You need to provide a reference for each search that you complete. Your reference is up to you, but you should enter something to help you identify the transaction among your records.

QLD Motor Vehicle Register Owner Name Search

Select the type of Owner Information you wish to Search By and then enter the required Owner Details. If you are performing a Point in Time Search, you must also enter a Search Date.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search Type	<p>A Current Search will retrieve the most recent registration details, whereas a Point in Time Search will retrieve registration details as recorded against an owner on a specific date.</p> <p><input type="radio"/> Current <input checked="" type="radio"/> Point in Time</p>
Search Date	<p>Specify the Point in Time to search for registration details from. Information is only available for search dates on or after 09 June 1998.</p> <p><input type="text"/> * eg 30/06/2001</p>
Search By	<p>Select... *</p>
Terms and Conditions	<p><input type="checkbox"/> Yes, I agree with the Queensland Motor Vehicle Register Terms and Conditions for Use (PDF) Last updated 1 November 2023 *</p>
Email	<p><input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:</p> <p><input type="text" value="test@citec.com.au"/></p>
<p>Clear All Search</p>	

Charge points are marked

Charge points for searches are indicated by \$ signs on the Search buttons. A search fee applies for each transaction when you click on buttons with \$ signs to proceed with your order.

QLD Motor Vehicle Register Current Registration Multi Search

Enter details below and click Search to view results.

Dealer and Personalised Plate searches need to be requested through QMVR - Document Ordering.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

☐ Yes, I would like an additional copy of my results emailed to:

Registration Number *	Your Reference
eg. 123ABC	
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>
<p>Clear All \$ Search \$</p>	

2 Assisted vehicle information requests

Our Customer Service Centre fulfills assisted vehicle information requests. If you're approved with assisted access, you'll need to complete the Release of Information Request form and provide supporting documents, on each occasion that you require a search.

You can access the Release of Information Request form on the Qld Motor Vehicle Register menu. From here, complete the form and send it to our Customer Service Centre at confirm@citec.com.au to process.

For tips on how to complete the form, refer to [Appendix A](#).

Note: The Department of Transport and Main Roads (TMR) accept Adobe Sign E-signatures through us for their Release of Information Request form (F3522).

3 Delivery profiles

Manual searches require profiles to deliver results. The email address you store in your profile is also used to email online search results.

Below are instructions on how to create, update and delete delivery profiles.

3.1 Profiles

Your CITEC Confirm profile stores delivery information for manual Qld Motor Vehicle Register searches.

Simply provide the details for your search and pick a delivery profile.

QLD Motor Vehicle Register VIN/Chassis Or Engine Number Search

Enter a VIN/Chassis or Engine Number, complete Delivery Details and click Order to continue.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

Search Details

VIN/Chassis

* eg. 6MMKR8P41NT004484

Engine Number

* eg. Y721B04273

Terms and Conditions

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

Email

☐ Yes, I would like an additional copy of my results emailed to:

test@citec.com.au

Delivery Details

Search Request

QLD Motor Vehicle Register VIN/Chassis or Engine Number Search

Delivery Method

E-mail *

Delivery Profile

Mr Cl Hudson *

New Modify Delete Copy

☐ Set to be default profile

Delivery of this order

Alter the delivery details for this request only, or enter details not in the profile.
 (To permanently change your delivery details please use the New, Modify, or Copy buttons above)

Given Name(s)

Surname

Organisation

Email

Fax

Phone

Mobile

Postal Address

Address Line 1

Suburb

* [Select Suburb](#)

State

* Postcode

Clear All

\$ Order \$

Note: Fill in the fields under **Delivery of this order** to provide specific delivery details for an order.

3.2 Create a new delivery profile

To create a new profile, select **New** and complete the details.

3.3 Update an existing delivery profile

1. To change an existing profile, select the relevant delivery profile from the dropdown list.
2. Select **Modify**. Add or update details and select **Save**.
3. Your new or updated profile will be in the dropdown list, and you can proceed.

Profile Maintenance

Modify the details below as required then click on Save to save any changes

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Recipient Details	<i>Update or Enter Recipient Details</i>	
Title	Mr <input type="text"/>	
Given Name(s)	<input type="text"/> *	
Surname	<input type="text"/> *	
Profile Reference	<input type="text"/> Profile Reference can be used to help identify multiple recipient profiles	
	<input type="checkbox"/> Set to be default profile	
Job Title	<input type="text"/>	
Organisation	<input type="text"/>	
Email	<input type="text"/> *	
Mobile	<input type="text"/> *	
Phone	<input type="text"/> - <input type="text"/> *	
Fax	<input type="text"/> - <input type="text"/>	
Postal Address	<i>Enter a Street Address OR a Post Box Address</i>	
Floor/Level/Unit	<input type="text"/> eg. Level 1	
Property/Building	<input type="text"/> eg. AMP Building	
Street	Number <input type="text"/> * Name <input type="text"/> * Type <input type="text" value="Street"/> *	
Post Office Box	<input type="text"/> * eg. PO Box 78	
Suburb/Town	<input type="text"/> * Select Suburb	
	<i>Enter at least the first three (3) letters of the suburb then click Select Suburb</i>	
	State <input type="text"/> * Postcode <input type="text"/> *	
DX Details	<i>Enter DX details, if required</i>	
Number	<input type="text"/>	
Location	<input type="text"/>	

Note: Any profile changes made here affect your profile for your account across CITEC Confirm.

If you're uncertain that your profile details are current, or correct, please take this opportunity to update them.

3.4 Delete a profile

To delete a profile, select it from the dropdown list and select **Delete**.

4 Registration details searches

These searches provide valid registration information about motor vehicles, caravans, trailers, and vessels registered in Qld, including:

- ▶ current registration search
- ▶ point-in-time registration search.

Standard vehicle registration numbers can have:

- ▶ three numbers followed by three letters (for example, 123ABC)
- ▶ three numbers followed by two letters then a further number (for example, 123AB1).

Ship Registration Numbers can have:

- ▶ two letters followed by three numbers then the letter Q (for example, AB123Q)
- ▶ three letters followed by two numbers then the letter Q (for example, ABC12Q).

Note: Don't enter spaces or hyphens (-) within the registration number field.

A result includes, where available:

- ▶ Customer Reference Number (CRN), which the Department of Transport and Main Roads allocates to their customers (in this case a registered owner)
- ▶ juvenile flag (N if the registered owner is over 18)
- ▶ registered owner's name, address and gender
- ▶ registration details including registration category, status, and expiry date; payment mode, and term (months); and CTP insurance class and insurer
- ▶ vehicle details including the VIN, engine number, make, model code, body shape, fuel type, number of cylinders, steering mechanism and tare (kg).

4.1 Current registration search

A current registration search provides valid, current registration information for motor vehicles, caravans, trailers and vessels registered in Qld.

1. To search, check the option if you agree with Qld Motor Vehicle Register Terms and Conditions.
2. Include the registration number and your reference and select **\$ Search \$** to proceed.

QLD Motor Vehicle Register Current Registration Multi Search

Enter details below and click Search to view results.
Dealer and Personalised Plate searches need to be requested through QMVR - Document Ordering.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

☐ Yes, I would like an additional copy of my results emailed to:

Registration Number *	Your Reference
eg. 123ABC	
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>

Clear All

\$ Search \$

3. Select **COMPLETED** to continue to the result summary and access your search results.

4.2 Point in time registration search

A point in time registration search provides valid registration information for motor vehicles, caravans, trailers and vessels registered in Qld for a specified past date.

1. To search, check the option if you agree with Qld Motor Vehicle Register Terms and Conditions.
2. Include the registration number, the specific date you require the registration details for and your reference. Select **\$ Search \$** to proceed.

QLD Motor Vehicle Register Point In Time Registration Multi Search

Enter details below and click Search to view results.
Point in Time searches prior to 09 June 1998, Dealer or Personalised Plate searches need to be requested through QMVR - Document Ordering.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

☐ Yes, I would like an additional copy of my results emailed to:

Registration Number *	Search Date *	Your Reference
eg. 123ABC	eg. 30/06/1998	
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>

Clear All

\$ Search \$

3. Select **COMPLETED** to continue to the result summary and access your search results.

5 Owner name search

An owner name search finds registration details recorded against an owner, including individuals and organisations.

A current search will find the most recent registration details. On the other hand, a point in time search will find registration details for a specific date.

You can search by:

- ▶ individual
- ▶ organisation

- ▶ Customer Reference Number (Department of Transport and Main Roads).

Note: This option is only available to certain state and federal government departments.

5.1 Search by individual

The individual owner name search has different options to help you retrieve the correct result:

Search options	Description
Given name and surname	<p>We recommend you enter the person's surname and given name. This will return a list of matches including middle names or initials.</p> <p>The surname field is mandatory. If a person has only one name, you should enter it into the surname field.</p> <p>Please enter at least two letters of the name to do a search.</p>
'Include similar sounding names' checkbox	<p>Use this for unusual spellings or hyphenated names. Enter the names without any hyphens or spaces.</p> <p>However, common names may return too many matches.</p>
Gender	<p>May help narrow searches for common names. If you haven't selected an option from the gender dropdown list, all genders will appear in search results.</p> <p>If you select 'not supplied', only those persons that don't have male or female gender recorded on the database show.</p>
Date of birth	<p>Helps narrow searches for common names. Only enter a birthdate if you're certain that the information is correct.</p> <p>This search will return a list of all people born within one year of the date of birth you enter.</p>
Approximate age	<p>Helps narrow down a search for common names. It searches for people up to five years younger and older than the age you enter.</p> <p>You should only use this field if you're confident of the general age of the person that you're searching.</p>

1. To search by individual, check the option if you agree with Qld Motor Vehicle Register Terms and Conditions, include your reference and select the search type.

QLD Motor Vehicle Register Owner Name Search

Select the type of Owner Information you wish to Search By and then enter the required Owner Details. If you are performing a Point in Time Search, you must also enter a Search Date.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search Type	<p><i>A Current Search will retrieve the most recent registration details, whereas a Point in Time Search will retrieve registration details as recorded against an owner on a specific date.</i></p> <p><input checked="" type="radio"/> Current <input type="radio"/> Point in Time</p>
Search By	Individual <input type="text"/> *
Name Details	<p>Surname <input type="text"/> *</p> <p>Given Name <input type="text"/> Middle Name(s) <input type="text"/></p> <p><input type="checkbox"/> Include similar sounding names</p>
Gender	Select ... <input type="text"/>
Date of Birth	<input type="text"/> eg. 12/02/1984
Approximate Age	<input type="text"/>
Terms and Conditions	<input type="checkbox"/> Yes, I agree with the Queensland Motor Vehicle Register Terms and Conditions for Use (PDF) Last updated 1 November 2023 *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/> test@citec.com.au <input type="button" value="Send"/>

Note: For a point in time search, include the specific date you require the registration details for.

2. Select 'Individual' from the dropdown list.
3. Enter at least the individual's surname, but we recommend you enter the person's given name as well, to narrow your search results. Select **Search** to proceed.
4. A list of possible matching names will display in a browse list. Each entry will include the full name details recorded on the extract.
5. Select **\$ Order Extract \$** to continue to the result summary and access your results.

5.2 Search by organisation

1. To search by organisation, check the option if you agree with Qld Motor Vehicle Register Terms and Conditions, include your reference and select the search type.

QLD Motor Vehicle Register Owner Name Search

Select the type of Owner Information you wish to Search By and then enter the required Owner Details. If you are performing a Point in Time Search, you must also enter a Search Date.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search Type	<p>A Current Search will retrieve the most recent registration details, whereas a Point in Time Search will retrieve registration details as recorded against an owner on a specific date.</p> <p><input checked="" type="radio"/> Current <input type="radio"/> Point in Time</p>
Search By	<div>Organisation *</div>
Organisation	<div><input type="text"/> * Confirm Pty Ltd</div> <p><input type="checkbox"/> Include similar sounding names</p>
Terms and Conditions	<p><input type="checkbox"/> Yes, I agree with the Queensland Motor Vehicle Register Terms and Conditions for Use (PDF) Last updated 1 November 2023 *</p>
Email	<p><input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:</p> <div><input type="text" value="test@citec.com.au"/></div>

Clear All

Search

Note: For a point in time search, include the specific date you require the registration details for.

2. Select 'Organisation' from the dropdown list and enter the organisation name. Select **Search** to proceed.

Note: When you enter the organisation name, don't include common prefixes or suffixes such as 'The', 'Pty' or 'Ltd'.

Some companies also have a company and a trading name. Vehicles can be registered under either name.

You can check 'Include similar sounding names' for unusual spellings or hyphenated names. Enter the names without any hyphens or spaces.

3. A list of possible matching names will display in a browse list. Each entry will include the full name details recorded on the extract.
4. Select **\$ Order Extract \$** to continue to the result summary and access your results.

5.3 Search by Customer Reference Number

1. To search by Customer Reference Number (CRN), check the option if you agree with Qld Motor Vehicle Register Terms and Conditions, include your reference and select the search type.

QLD Motor Vehicle Register Owner Name Search

Select the type of Owner Information you wish to Search By and then enter the required Owner Details. If you are performing a Point in Time Search, you must also enter a Search Date.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search Type	<p>A Current Search will retrieve the most recent registration details, whereas a Point in Time Search will retrieve registration details as recorded against an owner on a specific date.</p> <p><input checked="" type="radio"/> Current <input type="radio"/> Point in Time</p>
Search By	<input type="text" value="Customer Reference Number"/> *
Customer Reference Number	<input type="text"/> * eg. 123546887
Terms and Conditions	<input type="checkbox"/> Yes, I agree with the Queensland Motor Vehicle Register Terms and Conditions for Use (PDF) Last updated 1 November 2023 *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="test@citec.com.au"/>

Note: For a point in time search, include the specific date you require the registration details for.

2. Select 'Customer Reference Number' from the dropdown list and enter the details. Select **Search** to proceed.

Note: Only enter a Department of Transport and Main Roads Customer Reference Number if you're sure it's correct. This criterion will return a single match.

3. Select **\$ Order Extract \$** to continue to the result summary and access your results.

6 Document ordering searches

Our document ordering searches provide valid registration information for motor vehicles, caravans, trailers and vessels registered in Qld. The searches include:

- ▶ pre-June 1998 plate search
- ▶ dealer plate search
- ▶ personalised plate search
- ▶ VIN, chassis or engine number search.

All search results include, where available:

- ▶ Customer Reference Number (CRN), which the Department of Transport and Main Roads allocates to their customers (in this case a registered owner)
- ▶ juvenile flag (N if the registered owner is over 18)
- ▶ registered owner's name, address and gender
- ▶ registration details including registration category, status, and expiry date; payment mode, and term (months); and CTP insurance class and insurer
- ▶ vehicle details including the VIN, engine number, make, model code, body shape, fuel type, number of cylinders, steering mechanism and tare (kg).

Note: The approximate turnaround time for these results is ten business days.

6.1 Pre-June 1998 plate search

For registration records before 9 June 1998, use the pre-June 1998 plate search.

1. To search, provide your reference, registration number, and the specific date you require the registration details for.
2. Check the option if you agree with Qld Motor Vehicle Register Terms and Conditions.

QLD Motor Vehicle Register Pre June 1998 Plate Search

Enter Search and Delivery Details below and click Order to continue.
Any registration details required post 8 June 1998 need to be ordered via Point in Time Registration Search.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

Search Details

Registration Number

* eg. 123ABC

Search Date

* eg. 17/02/1997

Terms and Conditions

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

Email

☐ Yes, I would like an additional copy of my results emailed to:

test@citec.com.au

Delivery Details

Search Request

QLD Motor Vehicle Register Pre June 1998 Plate Search

Delivery Method

E-mail

*

Delivery Profile

John Sample

*

New

Modify

Delete

Copy

☐ Set to be default profile

Delivery of this order

Alter the delivery details for this request only, or enter details not in the profile.
(To permanently change your delivery details please use the New, Modify, or Copy buttons above)

Given Name(s)

Surname

Organisation

Email

Fax

Phone

Mobile

Postal Address

Address Line 1

*

Suburb

* [Select Suburb](#)

Enter at least the first three (3) letters of the suburb then click Select Suburb

State

*

Postcode

*

Clear All

\$ Order \$

3. Ensure you've selected the correct delivery profile and select **\$ Order \$**.

6.2 Dealer plate search

Dealer plates are for motor dealers to transport an unregistered vehicle within dealership operations.

1. To search, provide your reference and the dealer plate number.
2. Check the option if you agree with Qld Motor Vehicle Register Terms and Conditions.

Note: For a point in time search, include the specific date you require the registration details for.

QLD Motor Vehicle Register Dealer Plate Search

Enter Search and Delivery Details below and click Order to continue.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search Details	
Dealer Plate	<input type="text"/> * eg. D123456
Search Date	<input type="text"/> eg. 17/02/1997
Terms and Conditions	<input type="checkbox"/> Yes, I agree with the Queensland Motor Vehicle Register Terms and Conditions for Use (PDF) Last updated 1 November 2023 *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="test@citec.com.au"/>
Delivery Details	
Search Request	QLD Motor Vehicle Register Dealer Plate Search
Delivery Method	E-mail * <input type="text"/>
Delivery Profile	<input type="text" value="John Sample"/> * New Modify Delete Copy
<input type="checkbox"/> Set to be default profile	
Delivery of this order	<i>Alter the delivery details for this request only, or enter details not in the profile. (To permanently change your delivery details please use the New, Modify, or Copy buttons above)</i>
Given Name(s)	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/> - <input type="text"/>
Phone	<input type="text"/> - <input type="text"/>
Mobile	<input type="text"/>
Postal Address	Address Line 1 <input type="text"/> * Suburb <input type="text"/> * Select Suburb <i>Enter at least the first three (3) letters of the suburb then click Select Suburb</i> State <input type="text"/> * Postcode <input type="text"/> *
<input type="button" value="Clear All"/> <input type="button" value="\$ Order \$"/>	

3. Ensure you've selected the correct delivery profile and select **\$ Order \$**.

6.3 Personalised plate search

Personalised plates can have various letter and number combinations.

1. To search, provide your reference and the registration number.

Note: Don't enter spaces or hyphens (-) within the registration number.

2. Check the option if you agree with Qld Motor Vehicle Register Terms and Conditions.

Note: For a point in time search, include the specific date you require the registration details for.

QLD Motor Vehicle Register Personalised Plate Search

Enter Search and Delivery Details below and click Order to continue.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

Search Details

Registration Number

*

Search Date

eg. 17/02/1997

Terms and Conditions

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

Email

☐ Yes, I would like an additional copy of my results emailed to:

test@citec.com.au

Delivery Details

Search Request

QLD Motor Vehicle Register Personalised Plate Search

Delivery Method

E-mail

*

Delivery Profile

John Sample

*

New

Modify

Delete

Copy

☐ Set to be default profile

Delivery of this order

Alter the delivery details for this request only, or enter details not in the profile.
(To permanently change your delivery details please use the New, Modify, or Copy buttons above)

Given Name(s)

Surname

Organisation

Email

Fax

-

Phone

-

Mobile

Postal Address

Address Line 1

*

Suburb

* [Select Suburb](#)

Enter at least the first three (3) letters of the suburb then click Select Suburb

State

*

Postcode

*

Clear All

\$ Order \$

3. Ensure you have selected the correct delivery profile and select **\$ Order \$**.

6.4 VIN, chassis or engine number search

1. To search, provide your reference, and the VIN/chassis or engine number.
2. Check the option if you agree with Qld Motor Vehicle Register Terms and Conditions.

QLD Motor Vehicle Register VIN/Chassis Or Engine Number Search

Enter a VIN/Chassis or Engine Number, complete Delivery Details and click Order to continue.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

Search Details

VIN/Chassis

 * eg. 6MMKR8P41NT004484

Engine Number

 * eg. Y721B04273

Terms and Conditions

☐ Yes, I agree with the [Queensland Motor Vehicle Register Terms and Conditions for Use \(PDF\)](#) Last updated 1 November 2023 *

Email

☐ Yes, I would like an additional copy of my results emailed to:

Delivery Details

Search Request

QLD Motor Vehicle Register VIN/Chassis or Engine Number Search

Delivery Method

E-mail

 *

Delivery Profile

John Sample

 * [New](#) [Modify](#) [Delete](#) [Copy](#)
☐ Set to be default profile

Delivery of this order

*Alter the delivery details for this request only, or enter details not in the profile.
(To permanently change your delivery details please use the New, Modify, or Copy buttons above)*

Given Name(s)

Surname

Organisation

Email

Fax

 -

Phone

 -

Mobile

Postal Address

Address Line 1

 *

Suburb

 * [Select Suburb](#)
Enter at least the first three (3) letters of the suburb then click Select Suburb

State

 *

Postcode

 *

Clear All

\$ Order \$

Note: VINs became mandatory for motor vehicles in Australia (excluding motorcycles) as of 1989. VINs for motorcycles became mandatory shortly after.

Older vehicles will only have chassis numbers.

3. Ensure you've selected the correct delivery profile and select **\$ Order \$**.

6.5 Order confirmation

Once you’ve placed your order, a confirmation screen displays, listing the order details including the Confirm reference for the search.

QLD Motor Vehicle Register Dealer Plate Search Confirmation
Your request has been submitted for processing. Please click Print for a PDF version of this confirmation page to retain for your records.
Refer to Confirm Help for details of expected turnaround times.

Print

Order Details

Confirm Reference

101901187

Account Code

ABCD-ABC0

Order Date/Time

02-Jun-2022 01:00 PM

Delivery Method

E-mail

Search Request

QLD Motor Vehicle Register Dealer Plate Search

Search Receipt

[View Search Receipt](#)

Recipient Details

Recipient

Mr John Smith

Job Title

Organisation

Phone

Mobile

0412345678

Email

John.Smith@email.com.au

Your Search

Your Reference

test

Dealer Plate

D123456

Search Date

02/06/2022

We recommend that you retain this confirmation as a search record.

Note:

The confirmation also contains your Confirm reference number, which has nine digits.
You can quote the reference if you wish to follow up on an order which hasn’t been processed within ten business days.

7 Bulk uploads

Our bulk uploads allow you to complete at most 5,000 transactions at once.

Note: Access is generally restricted to local governments or agencies with responsibility for parking or traffic infringements.

7.1 Bulk upload file format

Two output file formats are available:

1. standard
2. expanded.

Both return as CSV files.

Standard format

By default, all clients receive an output file in the standard format.

For more information on this file, please contact our Customer Service Centre at confirm@citec.com.au or on [1800 773 773](tel:1800773773).

Expanded format

Authorised clients (for example, local government authorities) have access to the expanded format. Existing users of the standard format need to amend their processes to accept this format.

To obtain a copy of the expanded output file format, please contact our Customer Service Centre at confirm@citec.com.au or on [1800 773 773](tel:1800773773).

View the [full list of code and descriptions](#).

Learn more about [how to set up your file for upload](#).

7.2 Test bulk upload

When you’ve prepared your file for bulk upload, you can test this for any errors.

1. To complete the test bulk upload, attach your file and select **Next**.

QLD Motor Vehicle Register Test Bulk Upload

Click Browse to select your file and click Next to continue.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

File

Browse...

No file selected.

* eg. file.csv

Clear All

Next

2. The test will show if the file is valid or if it has any errors (including details on the errors).
 - a) Test bulk upload file with errors.

Error

⚠ There is a validation error in the file.

QLD Motor Vehicle Register Test Bulk Upload Result

Use the '+' icon(s) to view error results.

Your Search

Date Submitted

03-Jun-2022 01:57 PM

File

Bulk_upload.csv

Number of Rows

9

Your Results

Results Summary

Your File has errors

Errors Found

6

+

Line 1 - Validation Error

+

Line 4 - Validation Error

+

Line 5 - Validation Error

+

Line 6 - Validation Error

+

Line 7 - Validation Error

+

Line 8 - Validation Error

- b) Test bulk upload file without any errors.

QLD Motor Vehicle Register Test Bulk Upload Result

Use the '+' icon(s) to view error results.

Your Search

Date Submitted	03-Jun-2022 01:53 PM
File	Bulk_upload file.csv
Number of Rows	25

Your Results

Results Summary	Upload File is valid
Errors Found	0

7.3 Bulk upload

- To complete your bulk upload, provide your reference, attach your file and select **\$ Search \$**.

QLD Motor Vehicle Register Bulk Upload

Click Browse to select the file for upload and click Search to continue.

* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
File	<input type="button" value="Browse..."/> No file selected. * eg. file.csv
<input type="button" value="Clear All"/>	<input type="button" value="\$ Search \$"/>

Note: A separate charge applies to each transaction.

- A result summary will display.
- The results of bulk searches are available within a few minutes after successful upload. All successful transactions return as CSV files. You can access these files from your Confirm inbox.

Note: Your Confirm inbox shows the following search statuses:

Ordered

The Department of Transport and Main Roads has received the file. Once your search is complete (within a few minutes), the search status will update to *Available/Completed*.

Available/Completed

The search is complete. If you have any results, you can access them.

Appendix A

7.4 Release of Information Request form tips


Form contents

Page one

Tips

- Include your Customer Reference Number (CRN)
- Include any required signatures
- Include your CITEC Confirm account code
- Select the type of search you wish to do

Print Reset

 **Queensland Government**

Release of Information Request for Vehicle/ Queensland Regulated Ship Registration Records

*Transport Operations (Road Use Management) Act 1994
Motor Accident Insurance Act 1994, Transport Operations (Marine Safety) Act 1994*

What to lodge with this application - You must provide evidence of identity (EOI) at the time of making this application. Refer to the separate *Evidence of Identity Information Sheet* (form F4362) or www.qld.gov.au for EOI requirements. For individuals lodging from outside Queensland (Qld) or in remote Qld, you must provide a certified copy of your EOI. Supporting documentation as detailed in (A) to (K) on pages 2 and 3 must be included where applicable. A fee is payable. You will also need to complete a *New Customer Application* (form F3503) if you don't have a Customer Reference Number (CRN).

1. Details of applicant

CRN
(Note: The CRN is your Qld Driver Licence, Photo Identification or Adult Proof of Age Card number, or your reference number issued by the Department of Transport and Main Roads (TMR)).

Name/s

Address

Postcode

Email address

Mobile/Telephone number

2. How will you be submitting this search request?

To a TMR customer service centre ☐ Go to Question 3

By email to CITEC Confirm ☐ Go to Question 4

By mail to TMR (interstate/ remote customers only) ☐ Go to Question 5

3. Is someone lodging this application on your behalf?

No ☐ Go to Question 5

Yes ☐ I authorise this person to lodge this application on my behalf. (Your representative will need to bring personal identification as well as proof of your identity).

Name of representative

Signature of representative

Date

Identification of representative

4. Are you registered with CITEC Confirm as a client?

No ☐ Only legal practitioners, insurance entities, insolvency entities or authorised statutory entities may register. To register please phone CITEC Confirm on 1800 773 773.

Yes ☐ Please provide the following details:

CITEC Confirm Account Code

Mobile/Telephone number

Email address

5. Reason for request

For what reason is this information requested?

6. What type of search do you wish to conduct?

Note: The requirements to conduct a search of the vehicle/vessel register are detailed on the pages following. All supporting documentation needs to be supplied for the application to continue.

(Tick ☒ one box only)

Vehicle/Ship incident ☐ Go to (A)

Family court ☐ Go to (B)

Bankruptcy ☐ Go to (C)

Fraud ☐ Go to (D)

Court order ☐ Go to (E)

If none of the above applies, which of the following are you?

Registered operator ☐ Go to (F)

Registered operator representative ☐ Go to (G)

Deceased registered operator representative (including Public Trustee) ☐ Go to (H)

Authorised statutory entity (local government authority) ☐ Go to (I)

Authorised statutory entity (government department) ☐ Go to (J)

Authorised statutory entity (other) ☐ Go to (K)

continued page 2...

Go to Question 5

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Form contents

Tips

Page two

Release of Information Request for Vehicle/Queensland Regulated Ship Registration Records ... continued page 2 of 4

E

A. Vehicle/Ship incident
(Information is required for a court proceeding about a vehicle incident or where litigation about a vehicle incident is a possible outcome).
You must provide one of the following:

- an official request on letterhead detailing information about the incident including incident date/time, location, registration number/s, make/description of the vehicle/ship and personal injury (if applicable) from either an insurance entity or solicitor/lawyer
- a Statutory Declaration describing the incident which must include vehicle/ship details (registration number, make/description of vehicle/ship) and a Queensland Police traffic incident report (available through CITEC Confirm)
- a completed, signed and witnessed, Notice of Accident Claim form (available through the Motor Accident Insurance Commission) and a Queensland Police traffic incident report (available through CITEC Confirm).

B. Family Court
(A Family Court search request from a private individual will be referred to TMR's Right to Information and Privacy Unit).
A solicitor/lawyer must provide one of the following:

- an official request on letterhead stating information about the registered operator of a vehicle is required, as they are a party to one of the following:
 - a proceeding that is before the Family Court
 - a matter where litigation before the Family Court is a possible outcome.
- a copy of the proposed claim to be lodged with the Family Court of Australia
- a Family Court order (must be against the person for whom the information is being requested).

C. Bankruptcy
An insolvency entity/receiver/trustee/solicitor must provide one of the following:

- an official request on letterhead, advising both of the following:
 - that they are exercising powers under the *Bankruptcy Act 1966 (Cth)* or under the *Corporations Act 2001 (Cth)*
 - that information about the registered operator of a vehicle is required, as they are a party to one of the following:
 - a bankruptcy or insolvency proceeding that is before a Court
 - a matter where bankruptcy or insolvency litigation is a possible outcome.
- a copy of the proposed claim confirming that they are exercising their powers under the Bankruptcy Act (Cth) or the Corporations Act (Cth) relating to external administration.

F

D. Fraud
(Information is required for prospective litigation or a court proceeding where the particulars of a vehicle registration are relevant and the matter is about the fraudulent activities of the registered operator of the vehicle).
A solicitor/lawyer must provide one of the following:

- an official request on letterhead stating that the registered operator of a vehicle/ship is party to one of the following:
 - a fraud proceeding that is before the Court and information about the registered operator or their vehicle is required to finalise the proceeding
 - a fraud related claim about to be lodged with the Court and information about the registered operator or their vehicle is required to lodge the claim
 - a fraud matter previously reported to the police, where litigation before the Court is a possible outcome and information about the registered operator or their vehicle is required to enable that litigation.

For other than a solicitor/lawyer, you must provide:

- a Statutory Declaration describing the fraudulent incident and the involvement of the registered operator of the vehicle (including the vehicle/ship details where relevant - registration number, make/description of vehicle/ship) and a Queensland Police crime report detailing the fraud (available through CITEC Confirm).

E. Court order
You must provide:

- a court order against the person for whom the information is being requested, which clearly states that TMR is to release specified information held in relation to this person.

Note: For all other litigation (including debt recovery) a request may be lodged through TMR's Right to Information and Privacy Unit.

F. Registered operator
You must provide:

- identification as the registered operator.

G. Registered operator representative
You must provide the following:

- letter from the registered operator consenting to the release of their information (signed and dated)
- representative identification
- the registered operator's original identification.

H. Deceased registered operator representative
You must provide the following:
From a solicitor/the Public Trustee:

- an official request on letterhead advising that the solicitor/Public Trustee is the administrator/executor of the deceased estate or is acting on behalf of the administrator/executor.

From the executor or administrator, one of the following:

- a grant of probate or letters of administration showing that you are the executor or administrator of the estate.

Where there is no grant of probate or letters of administration, both of the following:

- an original or certified copy of the death certificate and
- the deceased person's last valid Will showing that you are the executor of the estate.

I. Authorised statutory entity (local government authority)
You cannot request information in relation to matters concerning animals locked in cars or dangerous animals in cars (other than a serious dog attack as outlined below).
You must provide one of the following:

- an official request on letterhead from a local government, explaining that information is needed for matters about:
 - regulated parking or for enforcing law about vehicles in an area under its control
 - enforcing offences which involve a vehicle under ss 112 and 113 of the *Environmental Protection Regulation 2019*
 - enforcing ship noise offences under the *Environmental Protection Act 1994*, s440Z
 - illegal dumping offences under s117 of the *Waste Reduction and Recycling Act 2011*

continued next column...

continued page 3...

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- e) Attach any required supporting documents (also referred to on following page three of form).
- f) For search type: bankruptcy, state in the cover letter that you're exercising your rights under the *Bankruptcy Act 1966 (Cth)* / *Corporations Act 2001 (Cth)*

Form contents

Tips

Page three

- g) Include the date of birth for a search of a registration in a person's name
- h) Specify whether a search is required to show registration details for a specific date

Release of Information Request for Vehicle/Queensland Regulated Ship Registration Records ... continued page 3 of 4

- ◊ dog attack that has resulted in either bodily harm, grievous bodily harm or death to a person or animal. The letter must state that the request is made under s207A of the *Animal Management (Cats and Dogs) Act 2008*, detail the injury that occurred as a result of the attack and confirm that all other reasonable methods of identifying the person responsible for the dog have been exhausted

- an official request on letterhead specifying the Qld or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
- a copy of official approval by the chief executive of TMR allowing access to the information

J. Authorised statutory entity (government department)

You must provide one of the following:

- an official request on letterhead quoting the Qld or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
- a copy of official approval granted by the chief executive of TMR allowing access to the information
- if the Queensland Police Service, an official request on letterhead.

K. Authorised statutory entity (other than a local government or government department)

You must provide one of the following:

- an official request on letterhead of the entity established under an Act of Qld, another State or the Commonwealth, explaining that information is needed for matters about regulated parking or for enforcing a law about vehicles in an area under its control
- an official request on letterhead specifying the Qld or Commonwealth legislation allowing access to the information with a statement that you are the person delegated to request the information
- a copy of official approval by the chief executive of TMR allowing access to the information

7. Search required

Search by name ☐ Go to Question 8
Search by vehicle/ship details ☐ Go to Question 9

8. Name search

Note: If a search is needed on each vehicle/ship in a name, a fee applies to each vehicle/ship searched.
Name searches can be performed if you are able to provide the following additional information:

(a) For a search of a registration in a person's name -

Given name
Family name
Date of birth / / and/or
Last known address
Postcode

or

continued next column...

(b) For a search of a registration in an organisation's name -

Organisation's name
Last known address
Postcode

9. Vehicle/ship search

Vehicle/ship registration number
Make of vehicle/ship
Name of the ship Body shape/ship design
Vehicle identification number/Hull identification number/
Chassis Number/Engine number

10. Do you require this search to show the registration details at a specific date?

No ☐ Vehicle/ship registration details as at the date this application is lodged will be provided.

Yes ☐ Date / /

Note: Release of registration records prior to 9 June 1998 attracts a higher fee.

11. Conditions of use

By requesting and accepting the information I agree:

- to use the information only for the express purpose stated on this form, unless required or authorised by state or Commonwealth law
- to treat the information as confidential
- to ensure that any personal information contained in the extract (being the name and/or address of any current or previous registered operator or any other information which may identify such persons), is protected against misuse, including unauthorised access, use, modification or disclosure
- to ensure that the only recipient, or authorised personnel of the recipient (such as an employee, but not a subcontractor), have access to the information
- to make authorised personnel of the recipient aware of these conditions
- not to disclose the information to any party (which includes subcontractors), without prior written approval from TMR or unless required or authorised by state or Commonwealth law
- not to transfer the information outside of Australia (physically or electronically) without the prior written consent of TMR
- to ensure that the information is kept only for as long as necessary, having regard to the purpose it was provided or as otherwise required by state or Commonwealth law
- to ensure that the information is destroyed or any personal information is de-identified in a secure manner once the information has been used for the purpose provided and retention is no longer required by state or Commonwealth law
- to immediately notify TMR upon becoming aware of any breach of these conditions.

continued page 4...

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