



This is a sample only. It is important to complete this form with your own details and based on your own circumstances. If you need more help, you should get legal advice.

Revenue

Enquiries 1300 138 118 (Penalty Notice)
1300 655 805 (Overdue Fine)
TTY 133 677 **Speak and Listen** 1300 555 727
Website www.revenue.nsw.gov.au

Authority to Act

To authorise someone to act on your behalf

Note:

- **Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes**
- If all sections are not completed, **your application cannot be processed**
- Providing a false or deliberately misleading statement may lead to a prosecution under Section 307A of the *Crimes Act 1900*
- Please send your completed form to Revenue NSW, PO Box 786, Strawberry Hills NSW 2012; or scan and use online services at www.revenue.nsw.gov.au/contact

My details

I (full name of person named on fine)

Address

Suburb State Postcode

Date of birth / / Licence no.

Best contact no. Email

Note: Please select preferred contact address: Address Email

Person authorised to act on my behalf

Full name

Address

Suburb State Postcode

Date of birth / / Best contact no.

Email

Note: Please select preferred contact address: Address Email

Extent of Authority

Please tick one of the boxes below. This authorisation is:

- In relation to all my fines
- Only in relation to the following fines (enter the fine notice/overdue fine(s) reference numbers below)

Important – This authority will remain ongoing, if this information changes and you need to update our records please contact us.

Signature Date / / 20

Privacy statement

Your personal information is being collected by Revenue NSW (RNSW), authorised by the *Fines Act 1996*.

We collect your personal information to manage your fine. RNSW takes the protection and privacy of your personal information seriously by handling personal information in a responsible manner and in accordance with the NSW Privacy Laws: *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.

Your personal information may be disclosed to:

- Service NSW
- Revenue NSW's contracted printing and document capture service providers
- The authority who issued the fine including NSW Police, Local Councils and Transport for NSW
- The person you nominate. Note: disclosure of your name only in this instance

We may also disclose your information to other bodies as permitted or required by law.

Please refer to the [Revenue NSW Privacy Policy](#) for information on how to access or amend your personal information, or to make a privacy complaint.