

Information Sheet 9

Purchasing inspection certificate books

Once you have been granted approval as an Approved Inspection Station (AIS), you or your nominee/s (or a person authorised to act on your behalf) may purchase inspection certificate books from your nearest [transport and motoring service centre](#).

You **must** have at least one inspection certificate book for each vehicle type you are approved to inspect at either the fixed AIS or in the mobile AIS.

Inspection certificate books are **NOT** available for CL or CM vehicle inspection types. Inspection Certificates Online (ICO) must be used to generate a certificate of inspection for CL and CM vehicle inspection types. For more information about ICO, read [Information Sheet 18 – Inspection certificates online](#)

If you are an AIS approval holder or nominee

To purchase inspection certificate books, you must provide the following to your nearest [transport and motoring service centre](#):

- a completed Reorder Now form for the relevant vehicle type/s
 - [Light vehicle \(LV\) form F5332](#)
 - [Light trailer \(LT\) form F5333](#)
 - [Motorbike \(MC\) form F5334](#)
 - [Heavy vehicle \(HV\) form F5335](#)
 - [Heavy trailer \(HT\) form F5336](#)
- a copy of your current AIS approval notice
- your Queensland driver licence (current or expired less than two years) or three [evidence of identity](#) documents (refer to [Evidence of Identity Requirements for Individuals and Organisations F4362](#)), and
- pay the appropriate fee (refer to [AIS fee schedule](#)).

Authorising another person to purchase inspection certificate books

You may authorise another person to purchase inspection certificate books on your behalf. The authorised person must provide the following to your nearest [transport and motoring service centre](#):

- a completed Reorder Now form for the relevant vehicle type/s (including signed authorisation to act on behalf of the approval holder or nominee)
 - [Light vehicle \(LV\) form F5332](#)
 - [Light trailer \(LT\) form F5333](#)

- [Motorbike \(MC\) form F5334](#)
- [Heavy vehicle \(HV\) form F5335](#)
- [Heavy trailer \(HT\) form F5336](#)
- a copy of your current AIS approval notice
- the authorised person's Queensland driver licence (current or expired less than two years) or three [evidence of identity](#) documents (refer to [Evidence of Identity Requirements for Individuals and Organisations F4362](#)), and
- pay the appropriate fee (refer to [AIS fee schedule](#)).

Purchase inspection certificate books by mail

If you are unable to attend a [transport and motoring service centre](#) to purchase inspection books, you or your nominee may purchase inspection certificate books by mail.

To purchase inspection certificate books by mail, you must mail the following to your nearest [transport and motoring service centre](#):

- a completed Reorder Now form for the relevant vehicle type/s
 - [Light vehicle \(LV\) form F5332](#)
 - [Light trailer \(LT\) form F5333](#)
 - [Motorbike \(MC\) form F5334](#)
 - [Heavy vehicle \(HV\) form F5335](#)
 - [Heavy trailer \(HT\) form F5336](#)
- a copy of your current AIS approval notice
- a copy of your Queensland driver licence (current or expired less than 2 years) or provide copies of 3 [evidence of identity](#) documents (refer to Evidence of Identify for Individuals and Organisations, form number [F4362](#)), and
- a cheque or money order for the inspection certificate book fees, including postage and handling (refer to [AIS fee schedule](#)).
 - Cheques or money orders should be made payable to the Department of Transport and Main Roads and cheques should have "Not negotiable – Payee Account Only" stamped or written on the front of the cheque.
 - Online money orders printed by email are not acceptable.
 - **Do not send cash by mail.**

Once the above items have been received at a [transport and motoring service centre](#) and the fee has been processed, the inspection certificate books and receipt for the fee/s will be mailed to you.

Contact us

Phone	13 23 80 (ask for the AIS Administrator)
Email	ais@tmr.qld.gov.au (preferred contact method)
Website	www.tmr.qld.gov.au/ais
Post	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006