

## If you do not hold one of the Department of Transport and Main Roads identification types

You can proceed with your HRW licence application without providing a Transport and Main Roads identification type or CRN. After you have submitted your HRW licence application, we will contact you to advise you of your options.

If you are requested to visit a Transport and Main Roads service centre you will need to:

- provide evidence of identity documents
- have a photograph taken
- record an electronic signature.

Creating a HRW identity or updating a photograph is free.

## Validation process for HRW licence

The personal information you provide in your application is validated against the details on the AS1 form and your Transport and Main Roads identification.

To avoid processing delays ensure the AS1 form information is correct and matches the personal information recorded on your Transport and Main Roads identification.

If your AS1 form contains an error contact the accredited assessor to have it corrected.

If your Transport and Main Roads record is incorrect, contact Transport and Main Roads for further advice.

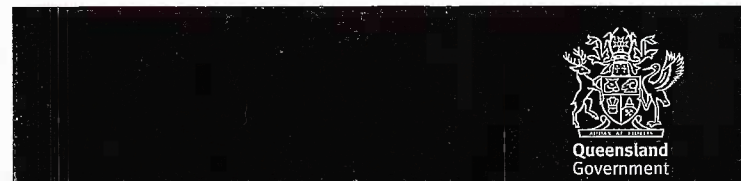
For more information visit [tmr.qld.gov.au](http://tmr.qld.gov.au)

Workplace Health and Safety Queensland

 [worksafe.qld.gov.au](http://worksafe.qld.gov.au)  1300 362 128



# Guidelines to apply for a Queensland high risk work licence



## Application

You can **apply** for a high risk work (HRW) licence or add a new licence class on an existing HRW licence, at [worksafe.qld.gov.au](http://worksafe.qld.gov.au) using the 'Online services' drop down menu.

To apply you must have:

- an *AS1 form - Licence high risk work (LHRW) assessment summary* – issued by a Queensland accredited assessor
- a QGov account (an email address is required to create an account). See the section 'What is a QGov account?' for more details.

It is also recommended you have:

- your existing Queensland HRW licence (if applying to add an additional class)
- any interstate HRW licences you hold, with the classes you would like to transfer to your Queensland HRW licence. To be eligible for transfer, interstate licences must be photographic and cannot have expired more than 12 months ago
- additional AS1 forms, issued by a Queensland accredited assessor, for classes that you wish to make application for (application must be made within 60 days from the assessment date)
- one of the following Department of Transport and Main Roads identifications:
  - Queensland issued drivers licence
  - adult proof of age card (18+ card)
  - marine licence indicator card
  - industry authority card.

You can still apply if you don't have one of these. See further information in the Department of Transport and Main Roads identification section below.

## Payment

Payment can be made by:

- credit card
- BPAY (biller code and reference number will be provided at the end of the application process).

An application fee is payable for each new licence class. Fees are non-refundable.

## Unable to lodge online?

If you are unable to lodge your HRW licence application online please call 1300 631 948.

## What is a QGov account?

The Queensland Government is introducing a client identity management system called QGov. All new online services must be accessed using a QGov account.

To use the *High risk work licence online service*, you will need to create a QGov account directly through QGov or by using a Google (Gmail) or Microsoft account.

You will be prompted to log into or create an account as part of the application process.

## Department of Transport and Main Roads identification

To issue a HRW licence, Workplace Health and Safety Queensland uses the Transport and Main Roads licensing system to obtain your digital photograph and signature.

When you apply you will be required to indicate if you hold one of the following identifications:

- drivers licence or heavy vehicle drivers licence
- adult proof of age card (18+ card)
- marine licence indicator card
- industry authority card.

You will be required to enter the relevant customer reference number (CRN), usually found on the top right hand corner of the identification document. The CRN and the application details of first name, middle name and surname will be verified against the CRN details held within the Transport and Main Roads licensing system. A direct match will result in successful verification and may exclude the need for you to attend a Transport and Main Roads counter.

We will contact you if you are required to attend a Transport and Main Roads counter to update your photograph. A photograph taken for a HRW licence is available for use on your Transport and Main Roads identification card.