

CVR-4

APPLICATION FOR TEMPORARY TRANSFER OF A CVR TEST OPERATOR AUTHORISATION



Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

Who this application form is for

This form should be completed to apply for the temporary transfer of an authorisation as a CVR test operator, where the original holder of the authorisation (or a partner where the authorisation is in the name of a partnership) has died or become permanently incapacitated.

This application will be considered in accordance with the provisions of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012.

In completing this application, you should review the Conditions of Authorisation of CVR Test Operators (available at www.cvrt.ie) that will apply to any authorisation to operate as a CVR testing centre.

Note that a separate application is required for each testing centre. This is the case even where a number of testing centres are under the same ownership or management.

How to fill this form

Fill in the form on your computer by clicking your mouse in any field where you want to enter text and type your entry. (Do not use the Tab key in your entry.)

To tick a check box, use the spacebar or left-click the mouse in the box. Clear the box by pressing the spacebar again or left-clicking again.

Alternatively, print the form and fill it in manually in **black ink**, using CAPITAL LETTERS.

When you have filled in the form, print it out, **sign the declaration** at section 6, and submit it, along with the supporting documents, to the address shown below.

Submit this application form along with the required supporting documents to:

**CVR Authorisation Unit
Road Safety Authority
Clonfert House
Bride Street
Loughrea H62 ET93
Co. Galway**

If you require any further information concerning the completion of this form, you can:

- Visit the Road Safety Authority website (www.cvrt.ie)
- Contact the RSA Customer Service by telephone at 1890 40 60 40 during normal office hours
- Contact us by email at CVRauthorisations@rsa.ie.

Checklist

Applications will be accepted only if they are fully completed with all necessary documentation enclosed. Incomplete application forms will be returned to the applicant.

Please tick boxes in the checklist below to confirm that all necessary documentation is enclosed.

This application form fully completed and the declaration form signed. Note that all 17 pages of the form must be returned.	<input type="checkbox"/>
Written consent from the personal representative where a family member is seeking temporary authorisation in the case where the holder of the authorisation is deceased.	<input type="checkbox"/>
A death certificate for the person to whom the authorisation as a CVR test operator was issued OR a doctor's letter certifying the incapacity of the person to whom the authorisation as a CVR test operator was issued.	<input type="checkbox"/>
Proof of current tax compliance (see Section 4.2 of this form)	<input type="checkbox"/>
Documentation demonstrating that you have sufficient financial resources or have access to such resources (see Section 4.1 of this form).	<input type="checkbox"/>
A letter from your insurance company (<i>not your broker</i>) detailing the cover provided (see Section 4 of this form).	<input type="checkbox"/>
If applicable, a completed and signed Conviction Notification Form – see Appendix A.	<input type="checkbox"/>

The Road Safety Authority reserves the right to seek additional information from you regarding your application.

Data protection

Please note that all of the information requested on this form is necessary for the purposes of processing your application for authorisation as a CVR test operator. If you fail to answer any of the questions set out in the application form, it will not be possible to process your application for authorisation.

The details set out in your application form will be processed by the RSA and/or its service providers solely for the purposes of processing your application and, where you are successful, managing your authorisation as a CVR test operator or as otherwise permitted by law including, but not limited to, any use or disclosure of data permitted under the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012.

The RSA will process your details in accordance with its obligations under the Data Protection Acts and Regulation (EU) 2016/679 General Data Protection Regulations (GDPR). This includes taking all reasonable steps, including appropriate technical and organisational security measures, to protect personal data.

The RSA may disclose personal data to its agents, contractors and service providers to the extent reasonably required for the purposes described above.

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- The right to access your personal data
- The right to request the rectification and/or erasure of your personal data
- The right to restrict the use of your personal data
- The right to object to the processing of your personal data
- The right to be forgotten in certain circumstances
- The right to receive your personal data, which you may have provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

If you wish to avail of any of these rights, please contact us at dataprotection@rsa.ie. Your request will be dealt with without undue delay and in any event within one month of receipt of the request.

1. DETAILS OF CURRENT AUTHORISATION

Name of currently authorised CVR test operator	
Testing centre address	
Authorisation number	

1.1 Reason for seeking temporary transfer of authorisation

Please tick one of the boxes below to indicate the reason for the application, and tick the box to confirm that you are providing the necessary supporting documentation.

Current holder of authorisation (or a partner where the authorisation is in the name of a partnership) is deceased.	<input type="checkbox"/>	and	I enclose a copy of the death certificate.	<input type="checkbox"/>
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– OR –

Current holder of authorisation (or a partner where the authorisation is in the name of a partnership) is permanently incapacitated.	<input type="checkbox"/>	and	I enclose a copy of a medical certificate or doctor's letter confirming this.	<input type="checkbox"/>
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1.2 Alterations to the testing centre

Is the testing centre to which this application refers being altered in any way? Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes , please provide details of the alteration.

2. APPLICANT DETAILS

2.1 Personal details

First name	
Surname	
PPS number	
Email address	
Phone number	
Mobile phone number	

2.2 Relationship to the person currently authorised as a CVR test operator

Please indicate your relationship to the deceased or incapacitated person currently named on the CVR test operator authorisation.

<input type="checkbox"/> Spouse	<input type="checkbox"/> Son	<input type="checkbox"/> Daughter
<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Civil partner
<input type="checkbox"/> Personal representative of the deceased person		

Where the person currently named on the CVR test operator authorisation is deceased, and a family member (as indicated above) is seeking temporary transfer of authorisation into their name, the written consent of the deceased person's personal representative is required. Tick this box to confirm that you have included this written consent with your application.	<input type="checkbox"/>
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2.3 Date of application

Enter the date on which you are making the application.	
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3. THE CVR TESTING CENTRE

3.1 Opening hours

Please indicate below the proposed opening hours for the CVR testing centre.

	Opening Time	Closing Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

3.2 Person responsible for management

Please enter contact details of the person responsible for day-to-day management of the CVR testing centre.

First name	
Surname	
Position	
Address	
Email address	
Phone number	
Mobile phone number	

3.3 CVR vehicle types

Please tick the appropriate box(es) below to indicate the **type(s)** of vehicle that the testing centre proposes to test.

<input type="checkbox"/> Light Commercial Vehicle	<input type="checkbox"/> Heavy Commercial Vehicle
<input type="checkbox"/> ADR	<input type="checkbox"/> Tractor (category T)

3.4 CVR testing lanes currently at testing centre

Number of Heavy Commercial Vehicle testing lanes	
Number of Light Commercial Vehicle testing lanes	

3.5 Number of anticipated tests

Please indicate the **number** of CVR tests that you anticipate will be conducted on an annual basis at the proposed testing centre.

Heavy Commercial Vehicle		Light Commercial Vehicle	
ADR		Tractor (category T)	

3.6 Number of CVR testers

Please indicate the number of CVR testers currently employed at the testing centre to conduct Heavy Commercial Vehicle (HCV), Light Commercial Vehicle (LCV) ADR, or Tractor (category T) tests.

HCV only		LCV only		Both HCV and LCV		ADR	
Tractor (category T)							

3.7 Quality assurance and performance monitoring

Tick this box to confirm that you have quality control measures in place to deliver consistent CVR testing and that these are available for inspection.	<input type="checkbox"/>
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3.8 ISO 9001 Certification

Tick this box to confirm that you hold ISO 9001/CITA 9B Certification.	<input type="checkbox"/>
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3.9 Planning and building regulations

Tick this box to confirm that the testing centre complies with the requirements of the Planning and Development Acts and all applicable Building Regulations.	<input type="checkbox"/>
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3.10 Health and safety legislation

Tick this box to confirm that your practices and procedures and premises conform with the requirements of the Safety, Health and Welfare at Work Act 2005 and applicable Regulations.	<input type="checkbox"/>
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Have you ever been convicted of an offence under the Safety, Health and Welfare at Work Act 2005?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is Yes , please state the nature and the date of the conviction.		

3.11 RSA CVRT branding guidelines

RSA CVRT branding requirements are set out in the RSA's *Premises and Equipment Guidelines for CVR Test Operators*. This document is available on the RSA website at www.cvrt.ie

Tick this box to confirm that your testing centre complies with the RSA CVRT Branding Guidelines.	<input type="checkbox"/>
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3.12 Recording of complaints

Tick this box to confirm that you have a system in place to record any complaints received by you in connection with the carrying out of CVR tests at the CVR testing centre.	<input type="checkbox"/>
Please provide details of your system for handling complaints.	

3.13 Protection of personal data

Tick this box to confirm that you have measures in place to ensure compliance with the data security obligation of the Data Protection Acts.	<input type="checkbox"/>
Tick this box to confirm that you have arrangements for displaying a CVR Test Operator Authorisation.	<input type="checkbox"/>

3.14 Display of CVR Test Operator Authorisation

3.15 Recording of identification presented prior to testing

Tick this box to confirm that you have measures in place to record the type of ID (passport or driving licence) presented by a person prior to testing or retesting a vehicle.	<input type="checkbox"/>
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Conformance issues

Please explain (in writing) any issues that you may have regarding conformance with Sections 3.7 to 3.15.

Are you interested in providing towing and storage facilities for CVR vehicles that are detained or immobilised as a consequence of enforcement activities?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3.16 Towing and storage services

3.18 Details of test equipment for Light Commercial Vehicles

Tick the boxes below to confirm that the test lanes intended for testing LCVs* have the equipment listed.

Ref.	Light Commercial Vehicle Test Lane	
1	Light goods vehicle roller brake tester	<input type="checkbox"/>
2	Decelerometer	<input type="checkbox"/>
3	4.7 tonne lift (7 metre pit is acceptable)	<input type="checkbox"/>
4	2.8 tonne jacking beam	<input type="checkbox"/>
5	Headlamp aim tester mounted on rails	<input type="checkbox"/>
6	Emissions gas analyser	<input type="checkbox"/>
7	Diesel smoke opacity meter	<input type="checkbox"/>
8	Suspension tester	<input type="checkbox"/>
9	Steering side slip plate	<input type="checkbox"/>
10	Wheel play detector	<input type="checkbox"/>
11	Low voltage inspection lamp	<input type="checkbox"/>
12	Tyre tread depth gauge	<input type="checkbox"/>
13	Lever (1 metre long)	<input type="checkbox"/>
14	Tyre inflation equipment	<input type="checkbox"/>
15	Tool for pressing brake pedal	<input type="checkbox"/>
16	Wheel chocks	<input type="checkbox"/>
17	Light check mirrors	<input type="checkbox"/>
18	Pit lights	<input type="checkbox"/>
19	Smoke extraction system	<input type="checkbox"/>
20	Glass opacity meter	<input type="checkbox"/>
21	Diesel data books, charts, discs	<input type="checkbox"/>
22	An OBD scan tool (required from 1 Jan 2023)	<input type="checkbox"/>
23	A device to detect LPG/CNG/LNG leakage, if such vehicles are tested (Required from 1 Jan 2023).	<input type="checkbox"/>

* The Road Safety Authority's Premises and Equipment Guidelines for CVR Test Operators provides details of this equipment. This document is available on the RSA website at www.cvrt.ie.

3.19 Details of test equipment for Heavy Commercial Vehicles

Tick the boxes below to confirm that the test lanes intended for testing HCVs* have the equipment listed.

Ref.	Heavy Commercial Vehicle Test Lane	
1	Low voltage inspection lamp	<input type="checkbox"/>
2	15 tonne jacking system with appropriate extensions and saddles	<input type="checkbox"/>
3	Headlamp aim tester	<input type="checkbox"/>
4	Heavy goods vehicle roller brake tester	<input type="checkbox"/>
5	Axle load simulator	<input type="checkbox"/>
6	Air brake pressure gauges and suzie connection	<input type="checkbox"/>
7	Pinch bar (1 metre long)	<input type="checkbox"/>
8	Emissions gas analyser	<input type="checkbox"/>
9	Diesel smoke opacity meter	<input type="checkbox"/>
10	Steering side slip plate	<input type="checkbox"/>
11	Decelerometer	<input type="checkbox"/>
12	Fifth wheel measuring pin	<input type="checkbox"/>
13	An instrument for checking accurately the speed setting of a speed limiter	<input type="checkbox"/>
14	Tool for measuring trailer kingpin	<input type="checkbox"/>
15	Tyre thread depth gauge	<input type="checkbox"/>
16	Tyre inflation equipment	<input type="checkbox"/>
17	Wheel chocks	<input type="checkbox"/>
18	Wheel play detectors	<input type="checkbox"/>
19	Test plug for checking ABS/EBS warning light systems on trailers, including tool to check ISO 7638 connector output	<input type="checkbox"/>
20	Mirror check area	<input type="checkbox"/>
21	Air gauge for by-passing LSV	<input type="checkbox"/>
22	20 inch pliers	<input type="checkbox"/>
23	Tool for pressing brake pedal	<input type="checkbox"/>
24	Light check mirrors	<input type="checkbox"/>
25	Pit lights	<input type="checkbox"/>
26	Smoke extraction	<input type="checkbox"/>
27	Glass opacity meter	<input type="checkbox"/>
28	Diesel data book/charts/discs	<input type="checkbox"/>
29	An OBD scan tool (required from 1 Jan 2023)	<input type="checkbox"/>
30	A device to detect LPG/CNG/LNG leakage, if such vehicles are tested (Required from 1 Jan 2023).	<input type="checkbox"/>

* The Road Safety Authority's Premises and Equipment Guidelines for CVR Test Operators provides details of this equipment. This document is available on the RSA website at www.cvrt.ie.

3.20 Conformance of the testing centre building with the RSA's *Premises and Equipment Guidelines for CVR Test Operators*

Tick the boxes below to confirm that your testing centre building meets the requirements set out in the RSA's *Premises and Equipment Guidelines for CVR Test Operators*. This document is available on the RSA website at www.cvrt.ie.

(a)	The building is a permanent, enclosed and weather-proof facility with sufficient space to carry out CVR tests.	<input type="checkbox"/>
(b)	The building has a hard surface floor capable of supporting the heaviest type of CVR vehicle to be tested at the centre.	<input type="checkbox"/>
(c)	The building has a wall or other permanent structure which constitutes a floor-to-ceiling partition or at least a solid 2-metre high partition between the part of the premises used for testing and the part or parts of the premises used for other activities including the repair and maintenance of vehicles.	<input type="checkbox"/>
(d)	The building has a secure area for the storage of records, books and other documentation relating to CVR testing.	<input type="checkbox"/>
(e)	The building has a customer waiting area that is physically separate from, but with a clear view of, the test lanes.	<input type="checkbox"/>
(f)	You are in compliance with the <i>Premises and Equipment Guidelines for CVR Test Operators</i> in relation to CoVIS.	<input type="checkbox"/>
(g)	The building conforms fully with the requirements of the <i>Premises and Equipment Guidelines for CVR Test Operators</i> published by the Road Safety Authority.	<input type="checkbox"/>

Details of non-conformance with testing centre building requirements

If, in (g) above, you cannot confirm that the building conforms with the requirements of the RSA's *Premises and Equipment Guidelines for CVR Test Operators*, please provide details of the specific aspects of the building that do not conform.

Provide additional copies of this page if necessary.

Additional page no.

4. FINANCIAL RESOURCES, TAX CLEARANCE AND INSURANCE REQUIREMENTS

4.1 Financial resources

Applicants are required to demonstrate that they have, or have the capacity to obtain, the necessary financial resources to provide CVR testing in respect of the authorisation being sought.

Applicants are required to submit financial statements as set out below. If the applicant is a partnership or association, the information is required for each member of the partnership or association.

- **If audited accounts are available:** a copy of audited annual accounts in the name of the business that cover the last two years of trading or, if the business has been trading for less than two years, for the period of trading that is available.
- **If audited accounts are not available:** a copy of unaudited annual accounts that cover the past two years of trading or, if the business has been trading for less than two years, for the period of trading that is available. If submitting unaudited accounts, you must also submit:
 - An accountant's letter stating that, to the best of their knowledge and based on the information provided to them, the accounts are a fair representation of the financial position of the business; and
 - A letter from your bank confirming that you have the necessary financial resources.

4.2 Tax clearance

Applicants are required to demonstrate that they are tax compliant **at the time of making this application**. This requirement can be fulfilled by providing your PPSN/Tax Reference Number and your Tax Clearance Access Number which can be printed from the Revenue Online Service (ROS) (Tax Clearance Application Result section)

4.3 Insurance cover

Applicants are required to submit a letter from their insurance company (not their broker) specifying the level of insurance cover held for public liability and professional liability. This cover should meet the requirements set out in the RSA's *Premises and Equipment Guidelines for CVR Test Operators*, which is available on the RSA website at www.cvrt.ie. RSA will seek confirmation that you satisfy the minimum requirements for insurance cover.

The Road Safety Authority reserves the right to seek additional information from you regarding your financial resources and insurance cover.

5. FIT AND PROPER PERSON REQUIREMENT

The Road Safety Authority **must** be satisfied that applicants are 'fit and proper persons' to be CVR test operators.

5.1 Notification of specified offences

In applying for temporary authorisation as a CVR test operator, the applicant must notify the Road Safety Authority if he or she has been convicted in the State or in any other jurisdiction of any of the offences specified in Section 12(1) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012. These offences are listed in Appendix A of this application form.

Step	Question	Please answer by ticking the appropriate boxes below, and then proceed as indicated.	
1	Have you ever been convicted of an offence specified in Section 12(1) of the 2012 Act?	No <input type="checkbox"/>	Proceed to Section 6 (next page)
		Yes <input type="checkbox"/>	Proceed to Step 2 below.
2	Have details of ALL such conviction(s) previously been submitted to the Road Safety Authority?	Yes <input type="checkbox"/>	Proceed to Section 6 (next page)
		No <input type="checkbox"/>	Proceed to Step 3 below.
3	Enclose with your application a Conviction Notification Form completed by you, in respect of each specified offence of which you were convicted (see Appendix A).		

WARNING: Failure to notify the Road Safety Authority of such a conviction or providing information to the Authority knowing it to be false or misleading is a criminal offence and may result in the Road Safety Authority determining that **you are not a fit and proper person** to hold an authorisation and the refusal of the application.

6. DECLARATION

I wish to apply for a temporary transfer of authorisation as a CVR test operator into my name.

I hereby declare that the information furnished in this application is complete, true and accurate.

I consent to the Authority verifying the accuracy of any information furnished in this application.

I confirm that that I have, or have the capacity to obtain, the necessary financial resources to provide CVR testing under the authorisation applied for.

I hereby confirm that I will notify any changes to any details in this application to the Authority during the application process (for example, change of address, change in financial status, or any other changes that might affect the authorisation).

I confirm that I will (during the period of authorisation) notify the Road Safety Authority if I am convicted of any of the offences specified in Section 12(1) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012 within 28 days of the expiry of the time allowed for appealing such conviction or the determination or withdrawal of the appeal of such conviction.

Name	
Signature	
Date	

APPENDIX A: NOTIFICATION OF A CONVICTION for an offence specified in Section 12(1) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012

Section 12 of the Road Safety Authority (Commercial Vehicle Roadworthiness Act) 2012 obliges holders of an authorisation to notify the Road Safety Authority in writing if he or she has been convicted in the State or any other jurisdiction of any of the following offences:

- (a) Murder
- (b) Manslaughter
- (c) A drug trafficking offence (within the meaning of the Criminal Justice Act 1994)
- (d) An offence under the Non-Fatal Offences Against the Person Act 1997
- (e) An offence under section 2 of the Illegal Immigrants (Trafficking) Act 2000
- (f) A sexual offence (within the meaning of section 3 of the Sex Offenders Act 2001)
- (g) An offence under the Criminal Justice (Theft and Fraud Offences) Act 2001,
- (h) An offence under the Criminal Law (Human Trafficking) Act 2008,
- (i) An offence relating to money laundering under Part 2 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010
- (j) An offence under the Firearms Acts 1925 to 2009
- (k) An offence under the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012
- (l) An offence relating to the fitting of a tachograph manipulation device or the improper use of a tachograph calibration certificate under the European Communities (Road Transport) (Working Conditions and Road Safety) Regulations 2008 (S.I. No. 62 of 2008)
- (m) An offence consisting of attempting or conspiring to commit, or aiding, abetting, counselling, soliciting, procuring or inciting the commission of any offence mentioned in paragraphs (a) to (l)
- (n) An offence under the law of another jurisdiction which corresponds to an offence mentioned in paragraphs (a) to (m), where the conduct constituting the offence under the law of that other jurisdiction would, if committed in the State, constitute an offence referred to in any of those paragraphs

In the case of an applicant for authorisation, this notification must be made at the time of making the application. During the period that you hold an authorisation, you must notify the RSA if you are convicted of any of the above specified convictions.

It is very important that notifications be made in accordance with the provisions of the Act.

It is an offence under Section 12 of the Act for a person to fail to notify information in relation to convictions for the specified offences or for a person to notify information knowing it to be false or misleading. A person guilty of an offence under Section 12 is liable to a Class A fine (€5,000) or to imprisonment for six months on summary conviction, or to both, or on conviction on indictment to a fine up to €100,000 or imprisonment for a term not exceeding 12 months or to both.

In addition to the possible criminal penalties outlined above, where an applicant fails to make a required notification in accordance with Section 12(1), the Road Safety Authority may determine that the applicant is not a fit and proper person to hold an authorisation and, consequently, may refuse the application for authorisation and suspend or revoke any existing authorisation held by the applicant.

Each individual who was convicted of a specified offence must complete and sign a Conviction Notification Form in respect of each such conviction. If more than one conviction is to be notified, a separate Conviction Notification Form must be submitted for each conviction.

CONVICTION NOTIFICATION FORM

Full name of person convicted	
Address	
Home telephone number	
Mobile phone number	
Email	
Date of birth	
PPS number	
CVR test operator authorisation number (if relevant)	
CVR tester authorisation number (if relevant)	
Position, if relevant	
Date of the offence	

Which of the offences (a) to (n) specified in Section 12(1) of the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012, (listed in Appendix A) were you convicted of?	
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Where was the offence committed?	Ireland <input type="checkbox"/> Specify county:
	Other country <input type="checkbox"/> Specify country:

Was the offence committed in the course of, or in connection with, a business concerned with the testing, inspection, maintenance or repair of vehicles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide details:		

CONVICTION NOTIFICATION FORM, continued

Date of conviction	
Details of the Court in which you were convicted (including address details)	
Details of any sentence imposed	
Details of any fine imposed on foot of the conviction	
Details of any disqualification or forfeiture imposed on foot of the conviction	

Is this conviction one of a number of convictions for the same or different offences?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide details		

I hereby declare that the information provided by me in this notification is true, complete and accurate.

Signature	
Date of signature	

Provide additional copies of this Conviction Notification Form if necessary.

Additional form no.