



Australian Government

Department of Infrastructure, Transport,  
Regional Development and Communications



# ➤ Guide to submitting a VIN to NEVDIS

April 2022

## **Ownership of intellectual property rights in this publication**

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to below as the Commonwealth).

## **Disclaimer**

The material contained in this publication is made available on the understanding that the Commonwealth is not providing professional advice, and that users exercise their own skill and care with respect to its use, and seek independent advice if necessary.

The Commonwealth makes no representations or warranties as to the contents or accuracy of the information contained in this publication. To the extent permitted by law, the Commonwealth disclaims liability to any person or organisation in respect of anything done, or omitted to be done, in reliance upon information contained in this publication.

## **Creative Commons licence**

With the exception of (a) the Coat of Arms; (b) the Department of Infrastructure, Transport, Regional Development and Communications photos and graphics, copyright in this publication is licensed under a Creative Commons Attribution 4.0 Australia Licence.

Creative Commons Attribution 4.0 Australia Licence is a standard form licence agreement that allows you to copy, communicate and adapt this publication provided that you attribute the work to the Commonwealth and abide by the other licence terms.

Further information on the licence terms is available from <https://creativecommons.org/licenses/by/4.0/>

This publication should be attributed in the following way: © Commonwealth of Australia 2022

## **Use of the Coat of Arms**

The Department of the Prime Minister and Cabinet sets the terms under which the Coat of Arms is used. Please refer to the Commonwealth Coat of Arms - Information and Guidelines publication available at <http://www.pmc.gov.au>.

## **Contact us**

This publication is available in hard copy or PDF format. All other rights are reserved, including in relation to any departmental logos or trademarks which may exist. For enquiries regarding the licence and any use of this publication, please contact:

Director – Creative Services  
Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 594  
Canberra ACT 2601  
Australia

Email: [publishing@infrastructure.gov.au](mailto:publishing@infrastructure.gov.au)

Website: [www.infrastructure.gov.au](http://www.infrastructure.gov.au)

# Contents

<b>Purpose of this guide</b>	<b>4</b>
Who should read this guide?	4
<b>What is VIN submission?</b>	<b>5</b>
<b>When should a VIN be submitted?</b>	<b>5</b>
<b>Who can provide VINs to NEVDIS?</b>	<b>5</b>
<b>What do I include in a VIN submission?</b>	<b>6</b>
Arrangements for individually constructed vehicles	6
Administrative arrangements	6
Data structure for passenger and light goods vehicles	6
Data structure for other vehicles	7
Criteria for authorised submitters	7
<b>Attachment A – Application to become a VIN submitter</b>	<b>8</b>
<b>Instructions to applicants</b>	<b>13</b>
Guide to assessing eligibility for accreditation	13
Authorised submitter conditions	14

Version 1.0 published November 2021 – Initial guide incorporating information from Administrator’s Circular 0-3-9 issued under the *Motor Vehicle Standards Act*.

April 2022 – Accredited VIN submission agent information updated.

## Purpose of this guide

This guide explains how Vehicle Identification Numbers (VINs) are added to the VIN database that is managed by the National Exchange of Vehicle and Information Service (NEVDIS) on behalf of the Department of Infrastructure, Transport, Regional Development and Communications (the department).

## Who should read this guide?

New entrants to the Australian vehicle market, including approval holders for trailers with an aggregate trailer mass (ATM) of 4.5 tonnes or less (low ATM trailers).

This guide may be updated from time to time in response to changing circumstances, system upgrades, and feedback or to reflect changes to legislation or policy.

# What is VIN submission?

The *Road Vehicle Standards Act 2018* (RVSA) replaced the *Motor Vehicle Standards Act 1989* (MVSA) on 1 July 2021.

The detail of how the RVSA regulatory framework operates is contained in subsidiary legislation, the [Road Vehicle Standards Rules 2019](#) (the Rules). The RVSA, the Rules and other related legislation are collectively referred to as the Road Vehicle Standards (RVS) legislation.

The new laws will ensure all road vehicles meet safety, security, environmental and anti-theft performance requirements to help keep Australians safe on our roads.

The department administers the RVS legislation.

To allow vehicles to be registered for public road use in Australia, vehicle approval holders should provide VINs to NEVDIS for each vehicle covered by an RVS approval. The department adds VINs for all concessional RAV entry vehicles.

Vehicles should also be entered on the Register of Approved Vehicles (RAV) when meeting the requirements of a type approval. For details, please refer to the [Guide to the RAV for vehicle type approval holders](#).



**Important:** Please see the [RVS Glossary of terms](#) on our website for a comprehensive list of RVS terms and their definitions.

## When should a VIN be submitted?

VINs may be submitted at any stage of a vehicle's manufacture. However, this should happen before any RAV submission as it is a prerequisite step for a successful RAV submission. Please also allow 7 days for the VIN to be processed.

## Who can provide VINs to NEVDIS?

VINs can be provided to NEVDIS by an authorised submitter. These are:

- a representative of a vehicle type approval holder, or
- an agent appointed by the approval holder.

### Approval holders

An approval holder may complete the application form in [Attachment A](#) to become an authorised VIN submitter.

### Agents

Some Agents are accredited VIN submission agents with NEVDIS. Their contact information and the services they provide is [available on the NEVDIS website](#).

# What do I include in a VIN submission?

To ensure that VINs are on record before road registration, the following arrangements apply:

1. VIN decode data for a particular make/model of vehicle must be submitted to NEVDIS at least 30 days before vehicles of that make/model are presented for first registration (VINs cannot be processed onto NEVDIS unless the VIN decode information has already been loaded).
2. Under the RVS legislation, vehicle type approval holders can only supply VINs for vehicles covered by a type approval.

## Arrangements for individually constructed vehicles

State and Territory registration authorities (STRAs) issue VINs on a vehicle-by-vehicle basis for individually constructed vehicles. The VINs for these vehicles will be lodged with NEVDIS by the responsible STRA.

The department may also issue a VIN where a [concessional RAV entry](#) approval is granted under the RVS legislation.

## Administrative arrangements

VINs may be transmitted by **vehicle type approval holders** or 'authorised submitters' to NEVDIS by email to [nevdis@nevdis.com.au](mailto:nevdis@nevdis.com.au)

VIN batches may be transmitted as a text file attachment to an email. The text file attachment must have a unique file name. The email should be addressed to [nevdis@nevdis.com.au](mailto:nevdis@nevdis.com.au)

VIN batch reports are returned the next business day. In future NEVDIS may allow for other file types and file transfer mechanisms.

## Data structure for passenger and light goods vehicles

The data required in the VIN file for all M and N category vehicles with a gross vehicle mass (GVM) less than or equal to 3.5 tonnes must include the VIN. Preferably it should also include the VFACTS (Vehicle Facts, the Federal Chamber of Automotive Industries' retail reporting system) Marque, the VFACTS Model and the VFACTS Model ID fields in the 'Extended VIN' format, which includes:

### Header

- Transaction Type
- VIN
- Alteration Code
- Marque
- Model
- Model ID
- Batch Control Information (not recorded on NEVDIS, but returned with error report if VIN rejected)

### Trailer

Where a manufacturer does not participate in the VFACTS scheme, the VFACTS Marque, the VFACTS Model and the VFACTS Model ID fields should preferably be populated with equivalent data. In this case the vehicle manufacturer must supply the equivalent data to the VFACTS Marque, the VFACTS Model and the VFACTS Model ID fields to NEVDIS before submitting any VINs.

Where data is supplied in the VFACTS Marque, the VFACTS Model and the VFACTS Model ID fields, it must exactly match that previously supplied to NEVDIS. Under no circumstances can data for the VFACTS Marque, the VFACTS Model and the VFACTS Model ID fields be accepted for vehicle model variants if those values have not already been communicated to NEVDIS.

The detailed 'extended VIN' file format may be obtained from the NEVDIS Administration Unit at [nevdis@nevdis.com.au](mailto:nevdis@nevdis.com.au).

## Data structure for other vehicles

For vehicles not included above, the data for submission of VIN should be in the "VIN" format:

### Header

- Transaction Type
- VIN
- Alteration Code.

### Trailer

The detailed 'VIN' file format may be obtained from the NEVDIS Administration Unit.

## Criteria for authorised submitters

All authorised submitters must be incorporated. If an authorised submitter is an overseas company, it must appoint a sponsor that is incorporated in Australia and will be the legal entity responsible for the authorised submitter's activities under the RVS legislation.

The authorised submitters must have an established relationship with the approval holder. The authorised submitters must be able to determine from the approval holder:

- which vehicles are suitable to have VINs submitted for the purposes of registration in Australia
- compliance with the requirements of the RVS legislation, and
- be able to confirm the selection of the data for the VFACTS Marque, the VFACTS Model and the VFACTS Model ID fields for each VIN.

Questions about the application form for inclusion of an 'authorised submitter' should be directed to the NEVDIS Administration Unit at [nevdis@nevdis.com.au](mailto:nevdis@nevdis.com.au).

# Attachment A – Application to become a VIN submitter

## 1. Submitter's personal details

Name (please print)

--

Company/Incorporation name


Address

Suburb	State	Postcode

ACN

Phone number

--	--

Email address

--	--

## 2. Submitter's history check

Have you even been found guilty of any criminal offences in any Australian State or Territory or do you have any charges pending in any Australian State or Territory?

No: ☐

Yes: ☐



If you answered 'Yes' to the question above, please state full details of all criminal offences or charges pending. All criminal offences whether recent or in the past, must be declared. (Please attach separate sheet if necessary)

COURT 1	DATE
OFFENCE	RESULT
COURT 2	DATE
OFFENCE	RESULT

Have you ever been an undischarged bankrupt?

No: ☐

Yes: ☐ please give details below (Please attach separate sheet if necessary)


Have you ever been suspended or cancelled under the scheme, or a similar scheme previously operating in any Australian State or Territory?

No: ☐

Yes: ☐ please give details below (Please attach separate sheet if necessary)


You are required to provide a National Criminal History Record Check with this application. Attach the original or a certified copy by Justice of the Peace to this application. The National Criminal History Record Check will be returned to you at the address quoted in Section 1 above, Submitter's Personal Details.

### 3. Declaration by submitter applying for accreditation

Please read carefully before you sign. If you do not tell the truth you can be fined.
---

I have read and understood the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications Guide to VIN submission and if authorised, agree to abide by all the conditions outlined in that document.

Your personal information is collected and held by the NEVDIS Administration Unit, Level 9, 570 George Street, Sydney, NSW 2000, on behalf of Austroads.

I understand that my personal information is being collected for Accreditation to submit Authorised VINS. I must supply the information for the Commonwealth Road Vehicle Standards legislation. Failure to supply full details and sign/confirm this declaration can result in accreditation not proceeding. My personal information held by Austroads may be disclosed inside and outside NSW to driver licensing and vehicle registration agencies, law enforcement agencies, and to verify the contents of this application, for the administration of driver licensing and vehicle registration legislation and law enforcement.

You have a right to access or correct your personal information in accordance with the provisions of the relevant privacy legislation.

I declare that the details in this application are true and complete. I understand that if any information is found to be false or misleading, severe penalties may apply.

Signature of submitter

Date

#### Witness

Your personal information is collected and held by the NEVDIS Administration Unit, Level 9, 570 George Street, Sydney, NSW 2000, on behalf of Austroads.

I certify that the applicant, whose name and signature appears above, has signed in the signature box in my presence.

I understand that my personal information is being collected for verification of the applicant's signature. My witnessing of the applicants' signature is voluntary. Failure to supply full details and sign this declaration can result in the transaction not proceeding. My personal information held by the Austroads may be disclosed inside and outside State / Territory registering authorities to verify the contents of this application. You have a right to access or correct your personal information in accordance with the provisions of the relevant privacy legislation.

Witness name (print in full)

Signature of witness

Date

#### 4. Vehicle type approval holder sponsoring application

Name of Vehicle Type Approval Holder's Representative (please print)

Vehicle type approval holder company name


Vehicle type approval holder's principal address

Suburb	State	Postcode

ABN

Phone number

--	--

Email address

--	--

## 5. Declaration by vehicle type approval holder's representative

I hereby sponsor the person whose name appears in Section 1 to be an Authorised Submitter of VINs.

Your personal information is collected and held by the NEVDIS Administration Unit, Level 9, 570 George Street, Sydney, NSW 2000, on behalf of Austroads.

I understand that my personal information is being collected to facilitate the approval of my submitter for accreditation to submit authorised VINS. I must supply the information under the Commonwealth Road Vehicle Standards legislation. Failure to supply full details and sign/confirm this declaration can result in accreditation not proceeding. My personal information held by Austroads may be disclosed inside and outside NSW to driver licensing and vehicle registration agencies, law enforcement agencies, and to verify the contents of this application, for the administration of driver licensing and vehicle registration legislation and law enforcement.

You have a right to access or correct your personal information in accordance with the provisions of the relevant privacy legislation.

I declare that the details in this application are true and complete.

Signature of delegate

Date

	/ /
--	-----

Application approved: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Reference Number:.....
Signature of Officer Approving Application	Date	
<input type="text"/>	<input type="text"/>	
Verified by:		
Signature of Section Manager	Date	
<input type="text"/>	<input type="text"/>	
AFP Check Returned on		
<input type="text"/>		
Signature of Officer	Date	
<input type="text"/>	<input type="text"/>	

## Instructions to applicants

1. The completed application and police check must be emailed to [nevdis@nevdis.com.au](mailto:nevdis@nevdis.com.au) with attention to the manager
2. The application may take up to 10 working days to process. A letter of Confirmation of Accreditation will be emailed directly to the authorised submitter.

*Please note that if you have any outstanding warrants or are waiting for a case to be heard in a Court, the application may be delayed until the outstanding matter/s has been resolved.*

## Guide to assessing eligibility for accreditation

The Administrator's designated nominee, currently the Manager, Austroads, NEVDIS Administration Unit, may consider a person suitable if the person:

- (a) Is of or above the age of eighteen years; and
- (b) Has not been found guilty of an offence involving theft, deception, fraud or dishonesty, other than a first degree of simple larceny that did not involve a motor vehicle or motor vehicle component; and
- (c) Has not been found guilty of any indictable offence; and
- (d) Has not been found guilty of any offence against any Australian Controlled Substances legislation involving a prohibited substance other than a simple possession offence; and
- (e) Has not been found guilty of any offence involving violence or threat of violence, other than a first offence of common assault; and
- (f) Has not been suspended or disqualified from practicing or carrying on an occupation, trade, or business under a law of a State or Territory of the Commonwealth; and
- (g) Is not an undischarged Bankrupt or subject to a composition or deed or scheme of arrangement with or for the benefit of creditors; and
- (h) Has not, during the period of five years preceding the Application for Accreditation, been a Director of a body corporate wound up for the benefits of creditors –
  - a. When the body was being so wound up; or
  - b. Within the period of six months preceding the commencement of the winding up; and
- (i) Has not been found guilty of any offence that would indicate the person is not a suitable person to be accredited to transmit VINs
- (j) Is not a suitable person for any other reason the Administrator's designated nominee determines.

If you have been found guilty or found guilty without conviction of any of the above, you may not be entitled to be accredited to transmit VINs.

If the person is aggrieved by a decision of the Administrator's designated nominee, he/she may within 14 days apply for a review of the decision. An appeal, in writing, of a decision may be lodged with the Administrator's designated nominee.

## Authorised submitter conditions

### 1. New application for authorised submitter of Vehicle Identification Numbers (VIN)

- 1.1. Accreditation will not be granted to a person unless the Administrator's designated nominee is satisfied that the person is "suitable" to be so accredited. In considering the question, the Administrator's designated nominee may have regard to any relevant fact that comes to the Administrator's designated nominee's attention regarding the applicant and, in particular, to any criminal convictions that the person has had for offences involving fraud, dishonesty, or other offences, which may indicate that, a person is not of sufficient probity. All applications will be considered on a case-by-case basis.
- 1.2. An "Authorised Submitters Accreditation" application must be completed for each nominated Authorised VIN Submitter
- 1.3. On approval of an application, the applicant will be issued with a Letter of Confirmation of Accreditation.
- 1.4. The Administrator's designated nominee may revoke an accreditation at any time.

### 2. Refusal or revocation of accreditation

Before the Administrator's designated nominee refuses a person's application for accreditation, or revokes any accreditation on the grounds that a person is not a "suitable" person, the Administrator's designated nominee will give the person written notice of the proposed refusal or revocation and will provide a statement of the reasons for the proposed refusal or revocation. The person affected will then be given a reasonable opportunity, within 14 days after the issuing of the notice, to submit evidence and make submissions to the Administrator's designated nominee. If after this period the application is refused or the accreditation is revoked, the Administrator's designated nominee will notify the person affected, in writing, of that fact.

### 3. Advice of termination of sponsorship by vehicle type approval holder

If an authorised submitter is no longer employed by or affiliated with a vehicle type approval holder, please advise NEVDIS.