

Checklist for lodging Estate matters

VicRoads recommends that you complete all these transactions **during a single visit** to a VicRoads Customer Service Centre.

STEP 1 > NOTIFYING VICROADS THAT A PERSON HAS PASSED AWAY

IF YOU ARE VISITING A VICROADS CUSTOMER SERVICE CENTRE:

Provide an original or certified copy of one of the following documents for sighting:

- i. a death certificate, or an interim death certificate issued by an Australian Registry of Births, Deaths and Marriages
- ii. a letter or form from a Coroners Court of an Australian State/Territory that confirms the individual's full name, date of birth and date of death.

IF YOU ARE MAILING VICROADS:

Send a certified copy of the death certificate or Coroners Court letter/form to: VicRoads, GPO Box 1644, Melbourne, Victoria, 3001

Overseas Deaths

If the person died overseas, provide an original or certified copy of an overseas death certificate. If it's not in English, please provide an English translation from an interpreter who is accredited or recognised by the National Accreditation Authority for Translators and Interpreters (NAATI).

STEP 2 > ESTABLISHING AN AUTHORISED REPRESENTATIVE OF THE ESTATE

PLEASE VISIT A VICROADS CUSTOMER SERVICE CENTRE:

Provide your current photo Australian driver licence/learner permit, or satisfy VicRoads standard evidence of identity requirements. For more information on VicRoads evidence of identity please visit the website vicroads.vic.gov.au/identity

Provide an original or certified copy of one of the following documents:

- i. the relevant section of the Will; or
- ii. a Grant of Probate issued by a Supreme Court of an Australian State or Territory; or
- iii. Letters of Administration; or
- iv. When none of the above documents exist, a solicitor's letter on letterhead stating that the solicitor represents the Estate; or a **Statutory Declaration for the Administration of a Deceased Estate form** can be used if the Estate is worth less than \$25,000

If there is more than one executor or administrator, a letter signed by all executors or administrators must be provided nominating which person will represent the Estate.

The nominated person may expressly authorise in writing a third party (agent) to undertake transactions on behalf of the Estate.

STEP 3 >

 If transactions under Step 3 are completed after Steps 1 and 2, the authorised representative of the Estate will need to provide their evidence of identity documentation to complete each transaction.



CANCELLATION OF A LICENCE: DRIVER LICENCE, LEARNER PERMIT OR MARINE LICENCE

FOR BOTH, **VISITING A VICROADS CUSTOMER SERVICE CENTRE** OR **IF YOU ARE MAILING VICROADS:**

Complete the *Cancellation and refund request for the Deceased Estate form*

Please note:

- VicRoads will deduct an administration fee from the refund amount.
- Where the refund amount is less than the administration fee, no refund will be issued and the authorised representative will be advised of this in writing.
- All refunds will be made payable by cheque to the Estate and posted to the authorised representative.
- No refund is payable for a learner permit.
- If a request is made for a licence or permit to be returned to the Estate after cancellation it will be invalidated.



TRANSFER VEHICLE OR VESSEL REGISTRATION

If a vehicle or vessel is in the name of the deceased person, or the Estate of the deceased, transfer of registration can only apply if the registration of the vehicle/vessel is current or expired not more than 3 months.

FOR BOTH, **VISITING A VICROADS CUSTOMER SERVICE CENTRE** OR **IF YOU ARE MAILING VICROADS:**

Complete the *Deceased Estate vehicle transfer of registration form* to transfer registration of each vehicle

Complete the *Deceased Estate vessel transfer of registration form* to transfer registration of each vessel

If transferring to a spouse or domestic partner of the deceased, and they have a different surname and/or address to the deceased person, written proof of the relationship must be provided

If transferring a vehicle temporarily to the authorised representative of the Estate, transfer fees must be paid upon lodgement

If transferring a vehicle to a person with a Beneficial Entitlement, a Victorian Certificate of Roadworthiness (RWC) and transfer fees must be provided upon lodgement

Transfer Vehicle or Vessel Registration

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If transferring a vehicle to another person or company, a Victorian Certificate of Roadworthiness (RWC), motor vehicle duty and transfer fees must be provided upon lodgement

If there is a court order specifying to whom the vehicle or vessel is to be transferred, an original or certified copy of the court order must be sighted by VicRoads in addition to the transfer requirements

If the individual or company acquiring the vehicle does not have a Victorian licence/customer number, full evidence of identity documentation must be provided



CANCELLATION OF VEHICLE OR VESSEL REGISTRATION

PLEASE VISIT A VICROADS CUSTOMER SERVICE CENTRE:

Complete the *Cancellation and refund request for Deceased Estate form* for each vehicle or vessel

For each vehicle, return the number plates to VicRoads (if applicable)

If custom plates are to be retained advise VicRoads that the number plates will be held in self retention. See custom plates section below >



REGISTRATION OF A VEHICLE

PLEASE VISIT A VICROADS CUSTOMER SERVICE CENTRE:

Make a registration appointment and pay the booking fee.

Ensure you know the details of the vehicle

Organise a Certificate of Roadworthiness (RWC), unless the vehicle is brand new or the vehicle is currently registered interstate in the name of the deceased when presented for registration in Victoria

Attend your appointment and bring all the following:

1. The vehicle
2. A completed **Vehicle registration form**
4. Evidence of identity
5. Evidence of Victorian garage address
6. A current and original Certificate of Roadworthiness
7. Custom plates if intended to be re-used
8. Tools and screws

Pay the registration, motor vehicle duty, and plate fees (if applicable)



REGISTRATION OF A VESSEL

PLEASE VISIT A VICROADS CUSTOMER SERVICE CENTRE:

Make a Vessel registration appointment and pay the booking fee

Ensure you know the details of the vessel

Attend your appointment and bring the completed Vessel (Boat & PWC) registration form

Pay the registration fees

CUSTOM

TRANSFER/RETENTION OF CUSTOM NUMBER PLATES

FOR BOTH,  VISITING A VICROADS CUSTOMER SERVICE CENTRE OR  IF YOU ARE MAILING VICROADS:

Complete a *Transfer of registration number rights agreement for the Deceased Estate form*

Keep the number plates, do not affix them to another vehicle without notifying VicRoads and paying an assignment fee



SUBMIT ALL MAIL TO: VicRoads, GPO Box 1644, Melbourne, Victoria, 3001

Original documents must not be mailed to VicRoads as they will not be able to be returned. VicRoads will not copy or retain a death certificate, Grant of Probate or Letters of Administration. Documents such as a statutory declaration will be retained for VicRoads record.