



# What paperwork do you need

## *Ready to drive*



### *Ready to drive Full fee Requirements*

Full fee - For people who work **full time** and so don't qualify for financial hardship or NDIS:

- ☐ Part 1- Onboarding Application
- ☐ Part 2 - Pre-Drive Questions
- ☐ Minor Consent (*if applicable*)
  
- ☐ LP – Front and back of your Learner's permit

Please email the paperwork back to us at [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)

Payment is roughly up to \$80/Hour, *can be less*

If any of the paperwork is invalid or missing, Hazel our client access coordinator, will try contact you.

Once we have everything we need, we can set up a meeting to best find out what you need from us

Any questions please ask Hazel

Mobile: 0412 215 452 | Email: [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)

*Ready to drive - Full fee – Requirements*

*May 2025*



## Application to participate in MIYAD Wheels program

Legal Name:	Contact Number:
Preferred name/Nickname: (Optional)	Pronouns: (Optional)
Address:	Learners Permit Number:
	Expiry date:
Email:	Date of Birth:
Emergency Contact Name:	Contact Number:

A Company/Group has referred me: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Number: \_\_\_\_\_

*I authorise contact with my referring agent regarding the release of personal information* Yes / No

Funded by Company/Group? Yes / No Job Active Participant? Yes / No

### **If under 18 years of age, do you have a parent/guardian?**

**Yes** ☐ (Attach letter of consent) **No** ☐ Independent Minor (Attach letter of consent) ☐ - **N/A** (Over 18 years old)

Do you have your current Learners Permit? **Yes** (Please attach copy) **No** (please fill out **Keys for Life** form)

Class required? Manual ☐ / Auto ☐

Have you completed **3** formal lessons with a qualified instructor? **Yes** ☐ / **No** ☐

### **Which of the following best describes your situation? (tick all that apply)**

- ☐ I have a Concession/Health Care Card
- ☐ I am currently unemployed
- ☐ I am currently studying/student
- ☐ I am currently working: ☐ Part-time ☐ Full-time ☐ Casual
- ☐ I do not have access to a licensed and roadworthy vehicle
- ☐ I do not have anyone to assist me in completing my logbook hours

*Session fees go towards the fuel costs and contribute to all on-road costs including maintenance and insurance. MIYAD and UGGSinc. Are not for profit.*



## Application to participate in MIYAD Wheels program

### **\*Must be filled to participate**

- ☐\* You understand that the instructor/supervisor retains the right to apply an emergency stop/intervention when/if they feel necessary.
- ☐\* You understand that our volunteer companion drivers are unqualified, they are not registered qualified driving instructors. *You will not drive with them until deemed ready by a qualified driving instructor.*
- ☐\* You understand that all cars are fitted with cameras – front, rear and cabin. All cameras are video only, not audio and will be activated as soon as entering the cabin.
- ☐\* You understand and consent to periodical/random alcohol and drug testing, to comply with our Duty of Care Policies and Procedures.
- ☐\* You understand that any of our driving mentors can cancel, refuse or end a drive at any time.
- ☐\* You understand that if you need to reschedule/cancel or do not show and give under 12 hours' notice a \$35 (GST inc) late cancellation fee applies.
- ☐\* You have supplied an emergency contact, *if you are over 18 we will only contact them if a crash occurs needing you to be in the hospital.*
- ☐ You consent to be contacted in 3-6 months' time to see if obtaining your licence has helped you get a job. *(Admin requirement)*
- ☐ You consent to the use of your photo/name for promotion/digital media.

**By Signing this form, you agree with the terms and conditions, if your application is successful.**

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Applicant Signature

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Applicant Name

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Date

### **Discuss your options with Suz on 0466 633 169**

*Please note: In the case of financial hardship, an additional form is required. This is then reviewed and after discussion, a subsidy may be allocated towards session costs. If multiple bookings are requested, discounted packages are available. To be discussed at the application interview.*



# MIYAD Applicant Driving Questionnaire



*As part of our duty of care, we ask that you provide the following information. This helps ensure a safe and supportive learning environment for you, our instructors, and other road users. We work with individuals from diverse backgrounds, including those facing challenges, and we want to tailor our support to your needs.*

**Experience:** What is your driving history? NONE / VERY LITTLE / FAIR AMOUNT / LOTS

- ON FARM / OFF ROAD / ON ROAD - AUTOMATIC/MANUAL

**HPT?** Have you completed your Hazard Perception Test? Yes / No

How many logged hours of practice have you completed? \_\_\_\_\_

**Vehicle Type:** Are you learning in an; automatic or manual? (*circle*)

**Licence Goal:** What is your timeline for obtaining your driver's licence?

**Accident Experience:** Have you ever been involved in or witnessed a vehicle accident?

*If yes, please explain –*

**Health Considerations:** Do you have any **mental or physical health** conditions that could affect your driving? If so, what strategies help you stay calm or manage potential challenges?

**Concerns:** Is there anything that might be a concern during your driving lessons?

**Medications:** Do you take any prescribed medication that could impact your driving?

YES / NO *If Yes, please list:*

**Instructor Preference:** Do you prefer a male or female instructor (*circle*)?

Male Female Either

**Availability:** What days and times are best for your driving sessions (*circle*)?

Weekdays: Mon Tue Wed Thur Fri

AM / PM / NIGHT

Weekends: Sat Sun

AM / PM / NIGHT

# MIYAD Wheels Program



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## Minor Consent Form

*(For participants under 18 years of age)*



### Instructions for Use:

**Option A:** To be completed by the parent or guardian of the minor.

**Option B:** To be completed by an independent minor, along with a reference agent (e.g., social worker, youth worker, or counsellor) who can confirm the minor's independent status.

**Option C:** To be completed by an independent minor who can provide documented evidence of their independent status.

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### ☐ **Option A:** Parental/Guardian Consent Form

I, \_\_\_\_\_ (Name of parent/guardian),  
Parent/Guardian of \_\_\_\_\_ (Name of  
client/minor),  
Of \_\_\_\_\_

(Address) \_\_\_\_\_

Consent to my child, who is \_\_\_\_\_ years of age, participating in *Keys For Life/driving sessions* with Umbrella Group Great Southern Inc. & MIYAD Wheels Program.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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# MIYAD Wheels Program



## Minor Consent Form

*(For participants under 18 years of age)*

☐ **Option B:** Independent Minor with Reference Agent

I, \_\_\_\_\_ (Name of client/minor),  
Am an independent minor, and have a reference agent to support this.

Reference Agent Name: \_\_\_\_\_

Reference Agent Organisation: \_\_\_\_\_

Statement: "I, \_\_\_\_\_ (Reference Agent Name),  
advocate that \_\_\_\_\_ (Minor's Name) is an  
independent minor."

Signed (Reference Agent): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Minor): \_\_\_\_\_

Date: \_\_\_\_\_

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☐ **Option C:** Independent Minor with Evidence

I, \_\_\_\_\_ (Name of client/minor),  
Am an independent minor, and have provided a copy of this evidence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## UGGS - keys for life / MIYAD wheels client information sheet



### About Us:

- We help people in the Great Southern and Greater Albany area get their driver's licenses.
- Since 2021, we've supported those who face challenges in learning to drive.

### What We Offer:

- Learn the Rules: Keys4Life theory lessons and road rule guidance.
- Driving Lessons: With qualified instructors and volunteer supervisors.
- Cars Provided: Dual-control cars (manual and automatic).
- Test Support:
  - Learner's permit and Hazard Perception Test support.
  - Practice tests and pre-test driving.
  - Use of our car for your driving test.

### Program Options & Costs:

#### Keys for Life (Learner's Permit Focus):

- No Financial Hardship:
  - Free theory lessons (with a certificate to get your learner's permit).
  - You pay for your license and logbook.
- Financial Hardship:
  - Free theory lessons (with a certificate to get your learner's permit).
  - We can help pay for license, logbook and replacement ID costs.

#### MIYAD Wheels (Driving Lesson Focus):

- Full Fee:
  - Standard fees apply for driving lessons.
- Financial Hardship (Partial Subsidy):
  - We use grant money to help pay for your lessons.
- DAEP (Driving Access Equity Program):
  - All costs (lessons, logbook, P plates) are covered.

*Please contact us to confirm your eligibility & for the most up-to-date information.*



## UGGS - keys for life / MIYAD wheels client information sheet



- NDIS (National Disability Insurance Scheme):
  - NDIS pays for your driving lessons.

### Who We Help:

- People without a license or learner's permit.
- People with financial worries (unemployed, students, part-time workers).
- People without a car to practice in.
- People without someone to teach them to drive.
- People with disabilities that make learning to drive harder.

### MIYAD Explained:

- MIYAD stands for Migrants, Indigenous, Youth, Adults, Disability.
- We are inclusive and want to help people get their driver's licenses, even if they face challenges.

### Where We Operate:

- Albany, Denmark, and Mt Barker.
- Cars for lessons and tests are in Albany and Mt Barker.

### Contact Us:

- Hazel (Systems & Client Access Coordinator)  
Phone 0412 215 452 – Email: [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)
- Suz (Project Coordinator):  
Phone 0466 633 169 – Email: [miyad@uggsinc.org.au](mailto:miyad@uggsinc.org.au)
- Email: [miyad@uggsinc.org.au](mailto:miyad@uggsinc.org.au)
- Website: [uggsinc.org.au/miyad-wheels](http://uggsinc.org.au/miyad-wheels)

### Key Points:

- We support people with various challenges to get their driver's license.
- We have a range of funding options.
- We operate in the Great Southern and Greater Albany region.

*Please contact us to confirm your eligibility & for the most up-to-date information.*





# Your Secure Identity

## Meeting proof of identity requirements for initial applications

**The Department of Transport (DoT) is committed to safeguarding your identity through secure information management and personal identification systems.**

In addition to their intended purpose, learner's permit and driver's licence cards are widely accepted as a form of identification and can be used to obtain passports, credit cards and bank loans. It is therefore important that DoT secures the identities of its card holders and maintains the authenticity of customer's images and personal details in our database.

DoT uses a biometric facial recognition system to protect identities, improve the security and integrity of licence and Photo Cards and help detect potential identity fraud. The facial recognition system makes it difficult for people to obtain a fraudulent Western Australian (WA) driver's licence or Photo Card and prevents people from holding more than one licence card.

### Proof of identity for your initial application

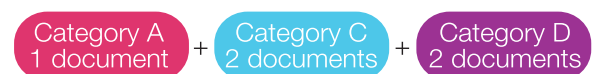
To uphold DoT's commitment of secure identities for the WA community, you must supply a number of documents as proof of your identity when first applying for a driver's licence or Photo Card.

A combination of five original documents must be presented to verify your full name, date of birth and current residential address\*. To assist you, there are two options for the combination of documents you must provide:

#### Combination 1



#### Combination 2



**\*Note: this does not apply to existing WA Photo Card, learner's permit or driver's licence holders who have previously met these proof of identity requirements.**

#### Category A: Establishment of identity

- ☐ Original Australian birth certificate (not an extract) issued by an Australian Registry of Births, Deaths and Marriages (RBDM). Commemorative certificates will not be accepted.
- ☐ Australian citizenship or naturalisation documentation issued by Department of Home Affairs (DHA) or Department of Foreign Affairs and Trade (DFAT).
- ☐ Australian visa (supported by an overseas passport).
- ☐ Australian Migration Status (AMS) ImmiCard issued by DHA.
- ☐ Evidence of Immigration Status (EIS) ImmiCard issued by DHA.
- ☐ Permanent Residence Evidence (PRE) ImmiCard issued by DHA prior to 1 July 2017.
- ☐ Residence Determination ImmiCard (RDI) issued by DHA prior to 1 July 2017.
- ☐ Document for Travel to Australia (DFTTA) issued by the Australian Government.

#### Category B: Link between identity and person

- ☐ WA driver's licence or learner's permit card that displays the holder's photo and signature. This document must be current or not have expired by more than five years.
- ☐ Australian driver's licence or learner's permit card not issued in WA that displays the holder's photo and signature. This document must be current or not have expired by more than two years and cannot be cancelled, inactive or refused.
- ☐ Australian passport not expired by more than two years.
- ☐ Overseas passport that is current (expired passports will not be accepted).
- ☐ Consular photo identity card issued by DFAT.
- ☐ WA Photo Card. This document must be current or not have expired by more than five years.
- ☐ WA photographic firearms identification card.
- ☐ Document of Identity issued by DFAT.
- ☐ Maritime Security Identity card (cannot be expired).
- ☐ Aviation Security Identification card (cannot be expired).
- ☐ Secondary Identification Statutory Declaration (E41) form. A parent must attend with their child and present their current driver's licence for identity verification if submitting this form.

### Category C: Evidence of identity in community

- ☐ Australian EFTPOS or credit card that is current.
- ☐ Australian bank statement or letter, less than six months old.
- ☐ Australian utilities account or notice, such as a gas, water, electricity or telephone bill, less than six months old.
- ☐ Australian Tax Office:
  - Tax File Number Letter (original); or
  - Tax Notice of Assessment Letter (original).
- ☐ Official document or letter from a government agency showing residential address, less than six months old.
- ☐ Residential tenancy agreement that is current and shows residential address.
- ☐ Electoral enrolment letter showing residential address, less than two years old.
- ☐ Centrelink or Department of Veteran Affairs health care or pensioner concession card (cannot be expired).
- ☐ Medicare card (cannot be expired).
- ☐ WA Seniors card.
- ☐ WA vehicle licence (registration paper).
- ☐ WA Proof of Age card.
- ☐ Australian Capital Territory Proof of Identity Card.
- ☐ New South Wales Photo Card.
- ☐ Northern Territory Evidence of Age Card.
- ☐ Tasmanian Personal Information Card.
- ☐ Queensland Photo Identification Card.
- ☐ South Australian Proof of Age Card.
- ☐ Victorian Proof of Age Card.
- ☐ Marine licence indicator card.
- ☐ Worksafe high risk work card.
- ☐ Dangerous goods security card.
- ☐ Security guard/crowd control licence.
- ☐ Photographic Police or Australian Defence Force identification card (excludes civilian cards).
- ☐ WA working with children card.
- ☐ Australian Keypass identity card.
- ☐ WA Recreational Skipper's Ticket.
- ☐ Employee photo identity card issued by state/territory or commonwealth government.
- ☐ Australian Defence Force discharge papers, less than 12 months old.
- ☐ Student photographic identification issued in WA.
- ☐ School report, certificate of accomplishment or enrolment issued by a secondary school in WA, less than 12 months old.
- ☐ WA Keys for Life certificate issued in WA, less than two years old.
- ☐ Australian RBDM issued marriage or change of name certificate. Commemorative certificates will not be accepted.
- ☐ Divorce certificate issued by a relevant Australian Court.
- ☐ Certificate of Achievement (DL20) issued by an authorised organisation.

### Category D: Evidence of residential address

- ☐ Letter from current employer showing residential address, less than six months old.
- ☐ Written correspondence from a recognised educational institution less than 12 months old.
- ☐ Letter from Driving Access and Equity Program organisations showing residential address.

Note: A document listed in category B or C containing your current residential address is an acceptable document for category D, as long as that document has not already been used to satisfy category B or C.

### Proof of identity for licensing transactions

To safeguard your identity, you may be required to supply a combination of documents from categories A-D when completing transactions with us. This is to verify your details with those we have in our database. The documents required will depend on the transaction you are completing. You can visit [www.transport.wa.gov.au/poi](http://www.transport.wa.gov.au/poi) to see which documents you need to provide.

### Document guidelines

- All documents must be originals - certified photocopies will not be accepted.
- One of the documents presented must contain your signature (may not be required for WA Photo Card).
- The name on your documents must be the same or you must provide evidence of change of name that clearly shows the link between your birth name and current name.

### Protection of privacy

Your personal driver's licence information, photograph, and vehicle licence information may be used, or disclosed to a third party, where authorised under 'road law' (as defined in the *Road Traffic (Administration) Act 2008*), Commonwealth law or in compliance with a Court Order issued within Australia. Your personal details may also be disclosed to other driver licensing authorities to assess your application or verify any information you have provided.

### Photo capture guidelines

To support our facial recognition system and assist in having a clear and accurate scan of your face. Please note the following when having your photo taken:

- must remove glasses\*;
- cannot wear facial coverings under any circumstances;
- head coverings such as hats or caps must be removed;
- facial piercings (such as lip, nose and eyebrow) are acceptable provided they do not cause a reflection in the photograph; and
- head dress attire worn for medical, religious or cultural purposes does not need to be removed, as long as your face is clearly visible.

\*The condition 'S' will still appear on the back of driver's licence cards for drivers who require visual aids when driving.

### Contact

Department of Transport  
Driver and Vehicle Services  
GPO Box R1290  
Perth WA 6844  
Website: [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs)