



ACT Driver Profile Checklist

You'll need to upload photos of:

- Your face** so passengers can identify you upon pickup.
- Your car** so we can confirm your car is the one registered and insured, and that it is in good condition.
- The front and back of your Driver's License** so we can check you are the insured driver.

Documents you'll need to acquire and upload a photo of:

- Public Vehicle Driver License / D Licence Condition** - It can be completed in about 3 minutes! It costs \$50.00.
 - [Apply online](#)
 - Soon after you apply online, you will receive a confirmation email from *no-reply@messaging.auspost.com.au*. Do not reply to this email. It tells you what to do next to progress your application, which includes uploading your...
 - [Commercial Driver's Health Assessment!](#) Fill this in and bring it to your doctor. If you pass the medical examination, the examining doctor will return the completed Commercial Driver's Health Assessment to you, and it should be forwarded to Access Canberra Transport Licensing immediately. From there, they're just waiting on the Police Check results! This is the part that can take 2-3 weeks, so **get this step done first**.
- Rideshare Vehicle Licence** - This costs \$100 annually.
 - First, you will need to have your vehicle inspected, and the inspection date must be within one month of the application! You can find your closest approved inspection station [here](#)
 - Then you will need to upgrade your Compulsory Third Party Insurance for the vehicle to rideshare
 - You will also need to attach to the application, a copy of your Public Liability Insurance policy. Endorsed for ride share with cover for at least \$5,000,000
 - Once you have got all that, and make sure you have your passport handy, you can start the application [here](#).

- ❑ **Car Registration** - This takes under a minute, and it's free!
 - ❑ Just go [here](#) and enter in your rego plate number. Then click the red "next" button.
 - ❑ Then just click on the hyperlink of your car, and it will take you to a whole bunch of other details of your car! We're just looking for the registration details and the vehicle details. Just take a screenshot or a photo with your phone of said deets!

- ❑ **Insurance** - This is a quick one too.
 - ❑ Just tell your insurer you'll be driving for rideshare, and talk to them about the best option. They're the experts in this case.
 - ❑ If you want another expert opinion, head [here](#).

- ❑ **Vehicle Inspection** - Give yourself about half an hour to get this done! It costs \$67.60. If your car is under 12 months old, you don't need one!
 - ❑ Find an approved Vehicle Inspection station near you [here](#).
 - ❑ If your car is less than 12 months old, just upload your Car Registration here.

- ❑ **Working with Vulnerable People** - Despite popular belief, it only takes a couple of minutes to complete! It costs \$85.
 - ❑ Apply [here](#). After submitting and completing the form, make your way over to an Access Canberra Services Centre.
 - ❑ Once at the centre, you will need to do the following:
 - ❑ Pay the fee
 - ❑ Sign the consent form, which is included in the submission PDF, so make sure you print that out beforehand!
 - ❑ Show at least **three** forms of identification; including at least one form of [primary proof of identification](#).
 - ❑ Finally, they will be taking a photo of your gorgeous face!