

SPEAR ORGANISATION REGISTRATION FORM - APPLICANT CONTACT

Please note the completed forms will need to be returned via email to spear.info@dse.vic.gov.au

Organisation Information	
Organisation Name (this will be displayed in SPEAR)	
Registered Entity/Legal name (this is the name you registered with VeriSign for digital certificates)	
ABN (for Entity name)	
Regional Office *	
Office address	Unit No/ Street No Street Name Suburb Postcode
Postal address	Post Office Box or Street No Street Name Suburb Postcode
Phone (Switchboard number)	
Fax	
TTY number (if applicable)	
Public email address(generic organisational email address)	
SPEAR - Local Administrator	
Local Administrator (nominated staff member)	Name: Phone number: Email:
Local Administrator for <u>all</u> regional offices	Yes / No
Local Administrator for this office only	Yes / No
SPEAR - Notifications	
Email address for subdivision applications	
Email address for planning applications	
Digital Certificates	
ABN-DSC Authorised Officer (#1)	Name: (as registered with VeriSign digital certificate) Phone number: Email:
ABN-DSC Authorised Officer (#2)	Name: (as registered with VeriSign digital certificate) Phone number: Email:

- * For organisations that have regional offices you will need to supply a separate form for each office requiring registration for SPEAR. You will also need to identify the location/ region e.g. ABC Surveyors - Geelong, ABC Surveyors - Horsham

USER DETAILS

	First name	Last name	Phone Number	Direct work Email address	Access Type <ul style="list-style-type: none"> • Standard • Password • Digital signing 	Surveyors Registration Number (if applicable)
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NOTES: Don't forget to include user details for your SPEAR Local Administrator also (if they are to also use SPEAR)
 Please note that once these forms are complete, they should be returned by email to spear.info@dse.vic.gov.au