

Evidence of Identity Requirements For Individuals

As part of the Department of Transport and Main Roads (TMR) application process, you may be required to present evidence of your identity (**EOI**) and evidence of **residential** or **garaging address** documents. If you have changed your name or the names on your EOI documents are different, you will need to present a **change of name** document.

If you are unable to present your Queensland (Qld) driver licence, the EOI requirements may be met if you can present your Qld industry authority, marine licence indicator or adult proof of age card (conditions apply). If you are unable to present any of these documents, you will need to present three **(3) original** EOI documents:

One (1) Category A + two (2) Category B OR Two (2) Category A + one (1) Category B

Note: All documents must be current or expired less than 2 years. All documents must be original documents. Photocopies and certified copies of **original** documents are **not** acceptable. At least one (1) EOI document must show your signature. The category A document must also show your full name. EOI documents presented may be verified with the issuing authority.

Category A documents Evidence of the existence of your name.	Status
<ul style="list-style-type: none"> • Australian Birth Certificate - full (not an Extract or a Commemorative Certificate) • Bicentennial Birth Certificate (issued for birth in 1988) • Australian Citizenship Certificate • Australian Naturalisation Certificate • Australian Defence Force photo identity card (excluding civilians) • Department of Immigration and Citizenship (DIAC) Certificate of Evidence of Resident Status • Qld or Federal Police officer photo identity card 	Current
<ul style="list-style-type: none"> • Qld Accreditation (laminated) - for example, driver or rider trainer, pilot or escort vehicle driver, dangerous goods driver, tow truck driver and assistant certificate • Qld Driver Authorisation (laminated) - for example, bus, taxi or limousine driver • Australian or Foreign Passport • Australian photo driver licence 	Current or expired less than 2 years
• Department of Immigration and Citizenship (DIAC) Travel document, for example resident visa	Valid up to 5 years after issue
• Qld Card 18+ (laminated)	Issued after 01/01/1992
Category B documents Evidence of the use of your name in the community.	Status
<ul style="list-style-type: none"> • Australian Firearm Licence (with photo) • Australian Security Guard/Crowd Controller Licence (with Photo) • Department of Veterans' Affairs/Centrelink Pensioner Concession card (including Healthcare cards) • Education institution student identity document (must include photo and/or signature) • Financial institution debit/credit card (must include signature + embossed name) • Medicare card 	Current
Change of Name documents	Status
<ul style="list-style-type: none"> • Australian Marriage Certificate issued by relevant Registrar of Births, Deaths and Marriages (Ceremonial marriage certificates are not acceptable) • Australian Change of Name Certificate issued by relevant Registrar of Births, Deaths and Marriages • Australian Birth Certificate (amended and/or with notations) • Divorce papers Decree Nisi or Absolute (must show the name being reverted to) 	Current
• Deed Poll	Issued prior to 01/02/04
Queensland residential and/or garaging address documents If not shown on your Category A or B documents.	Status
<ul style="list-style-type: none"> • Contract of property purchase, lease/rental document, mortgage/land ownership certificate • Electricity, Gas or Telephone account • Qld local government rates notice; Qld Land Tax Valuation Notice 	Current
• Bank Statement (must be accompanied by corresponding credit/debit card) (driver licensing only)	Issued within the last 6 months
• Australian Taxation Office Assessment (the ATO recommends that you block out your taxfile number prior to presenting this document).	Current or previous financial year

Contact information

If you are unable to show any of the required EOI documents, or you need more information about obtaining a TMR product, you can **telephone** 13 23 80; **visit** your local Customer Service Centre or the department's website www.tmr.qld.gov.au.

For more information about obtaining a Qld Birth, Marriage or Change of Name certificate, please contact the Qld Registrar of Births, Deaths and Marriages by **telephone:** 1300 366 430 (public enquiries) **fax:** (07) 3247 5818

email: bdm-mail@justice.qld.gov.au; or **visit** the Qld website www.justice.qld.gov.au (access Internet links to interstate authorities).

Evidence of Identity Requirements For Organisations

As part of the Department of Transport and Main Roads (TMR) application process, you may be required to present an evidence of identity (EOI) document that establishes the legal existence of the organisation. You may also need to present evidence of a **Queensland garaging address** if the application requires this information. A **Change of Name** document may need to be presented if the name of the organisation has changed.

If you are transacting business for, or representing an organisation, you will also need to provide your EOI document and an **authorised person/ representative** document that authorises you to act on behalf of that organisation.

EOI documents provided may be verified with the issuing authority.

Acceptable documents for Business	
<ul style="list-style-type: none"> • Certificate of the Registration of a Business Name from the Queensland Office of Fair Trading displaying the Business Number (BN) plus EOI for the legal entity (proprietor) behind the business name • Receipt of payment for the Registration of a Business Name from the Queensland Office of Fair Trading (Note: The receipt should only be used for existing customers as it does not display the proprietor's name) plus EOI for the legal entity (proprietor) behind the business name 	
Acceptable documents for Australian Company	
<ul style="list-style-type: none"> • Certification of Registration of a Company issued by the Australian Securities and Investment Commission displaying the Australian Company Number (ACN) • Verification of company via the Australian Securities and Investment Commission website www.search.asic.gov.au/gns001.html • Official company document displaying the ACN of the company (such as a company cheque) 	
Acceptable documents for Overseas Company	
<ul style="list-style-type: none"> • Copy of the Certificate of Registration of a Registrable Australian Body displaying the Australian Registered Body Number (ARBN) • Extract from the Australian Securities and Investment Commission confirming the existence of the company • Company cheque displaying the ARBN number 	
Acceptable documents for Trust	
<ul style="list-style-type: none"> • Deed of Trust plus EOI for the legal entity (trustee) behind the trust name • Any official document (such as a letter from a solicitor confirming the existence of the trust) plus EOI for the legal entity (trustee) behind the trust name 	
Acceptable documents for Association Incorporated Under Queensland Legislation	
<ul style="list-style-type: none"> • Copy of the Certificate of Incorporation issued by the Office of Fair Trading • Evidence of an Incorporated Association Number (IA) issued by the Office of Fair Trading 	
Acceptable documents for Association Incorporated Under Interstate Legislation	
<ul style="list-style-type: none"> • Copy of the Certificate of Registration of a Registrable Australian Body • Extract issued by the Australian Securities and Investment Commission confirming the existence of the company • Association cheque displaying the ARBN number • Copy of the Certificate of Incorporation issued by an interstate Office of Fair Trading (or their equivalent) 	
Queensland garaging address documents	
<ul style="list-style-type: none"> • Australian Taxation Office Assessment • Contract of property purchase; lease/ rental document; mortgage/ land ownership certificate • Electricity, Gas or Telephone account • Insurance papers which contain a field called garage address • Notice of Body Corporate Fees • Queensland local government rates notice 	
Authorised Person/ Representative documents	
<p>To act on behalf of an organisation, you will need to present your EOI (eg. driver licence) and:</p> <ul style="list-style-type: none"> • a letter of authority from the business/ trust; or • evidence of your association with the company/ organisation 	

Change of Name documents

Business	Business Name Registration Certificate issued by the Queensland Office of Fair Trading
Company	Certification of Registration on Change of Name issued by the Australian Securities and Investment Commission
Trust	Written advice from the trustee stating: <ul style="list-style-type: none"> • the new name • the trustee is the same both before and after the name change

Contact information

If you are unable to show any of the required EOI documents, or you need more information about obtaining a TMR product, you can:

- Visit www.tmr.qld.gov.au
- **Telephone** our Call Centre on **13 23 80** or visit your local Customer Service Centre.