

# Evidence of Identity Requirements for Individuals Information Sheet

The Department of Transport and Main Roads is committed to safeguarding your identity through secure information management and personal identification methods. As part of your application process, you may be required to present documents that are evidence of your identity.

If you are unable to present your Queensland driver licence (current or expired less than two years), you may be able to provide your current Queensland industry authority, marine licence indicator, adult proof of age card or photo identification card instead. If you are unable to present these documents, you will need to present **three original documents** that are evidence of your identity:

**Combination 1:** One category A + two category B

**Combination 2:** Two category A + one category B

## Document guidelines

- The category A document must show your full name and date of birth.
- Certified photocopies will not be accepted.
- All documents must be current unless otherwise stated.

**Providing false or misleading information or documents is a serious offence and can result in a fine.**

## Category A documents – proves the legal existence of a person

- Australian Birth Certificate
- Bicentennial Birth Certificate
- Australian Citizenship Certificate or Naturalisation Certificate
- Queensland or Australian Federal Police Officer photo identity card
- Laminated Queensland 18+ Card (issued after 1 January 1982)
- Department of Home Affairs or Department of Immigration and Border Protection ImmiCard (not expired more than five years).

**Note:** Electronic Travel Authority is not accepted.

### The below documents must not be expired by more than two years:

- Australian passport
- Overseas passport
- Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage
- Australian photo driver licence
- Queensland Government photographic high risk work licence
- Queensland Accreditation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver.

### Category B documents - establishes the use of your name in the community.

- Australian Defence Force photo identification card (excluding civilians)
- Australian Firearm Licence (with photo)
- Australian Security Guard or Crowd Controller Licence (with photo)
- Australian educational institution student identity document (must include photo)
- Debit or credit card (must include embossed or printed name)
- Services Australia BasicsCard
- Interstate government-issued or government approved Proof of Age Card, Photo Card or Photo Identification Card
- Department of Veterans' Affairs or Centrelink Pensioner Concession Card (including Healthcare card)\*
- Medicare card\*
- Department of Corrective Services - *Form 16 Leave of Absence Order*\*\*

**\*Note:** Digital versions of the Medicare Card and Department of Veterans' Affairs or Centrelink Pensioner Concession card (including Health Care cards) can be presented for in-person transactions only. Screen shots or printed copies are not accepted.

\*\* Leave of Absence Order can only be accepted on the day of issue and when accompanied by a Corrective Services Officer.

If you have changed your name or the names on your identity documents are different, you will need to present a change of name document.

### Change of name documents

- Australian Marriage Certificate (ceremonial marriage certificates are not accepted)
- Australian civil partnership/relationship certificate
- Australian Change of Name Certificate
- Overseas Marriage Certificate (additional evidence requirements apply)
- Australian Birth Certificate (amended and/or with notations)
- Divorce papers, Decree Nisi or Absolute (must show the name being reverted to)
- Deed Poll issued before 1 February 2004.

If your residential address does not appear on your category A and/or B document, you will need to present a Queensland residential address document.

### Queensland residential documents

- Contract of property purchase, lease/rental document, mortgage/land ownership certificate
- Electricity, gas, internet or landline telephone account (excludes mobile phone accounts)
- Queensland local government rates notice; Queensland Land Tax valuation notice; Australian electoral document; official letter from Centrelink/Department of Human Services/Queensland Government Agency/Federal Government Agency
- Queensland vehicle registration notice or certificate; Queensland driver licence renewal notice
- A current or previous financial year Australian Taxation Office Notice of Assessment. An Australian Taxation Office File Number confirmation issued in the last two years
- Health, property or travel insurance certificate.

If you are under 18 and cannot show any of these documents, you can:

- visit a transport and motoring customer service centre in your school uniform
- present your student identification card
- have a parent or guardian attend with you and show their driver licence with the same address.

**Further information:** If you are unable to show a particular type of identity document, please visit [www.qld.gov.au/transport/licensing/driver-licensing/identity](http://www.qld.gov.au/transport/licensing/driver-licensing/identity) or call 13 23 80 or visit a customer service centre for further advice. For more information about obtaining a Queensland Birth, Marriage or Change of Name Certificate, please contact the Registry of Births, Deaths and Marriages by visiting [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm), calling 13 74 68 or emailing [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au).