



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 are unable to present your Queensland driver licence (current or expired less than two years), the EOI requirements may be met if you can present your current Queensland industry authority, marine licence indicator, adult proof of age card or photo identification card (conditions apply). If you are unable to present any of these documents, you will need to present three original EOI documents:

One category A + two category B or Two category A + one category B

All documents must be original and current unless otherwise stated. Photocopies and certified copies of original documents are not acceptable. The category A document must show your full name. At least one category A or B document must show your signature. Your date of birth must also be shown on one of your EOI documents. EOI documents presented may be verified with the issuing authority.

Category A documents	Status
<ul style="list-style-type: none"> Australian Birth/Bicentennial Birth Certificate - full (not Extract or Commemorative Certificate) Australian Citizenship Certificate/Naturalisation Certificate Department of Immigration and Border Protection (DIBP) – Certificate of Evidence of Resident Status; Visa Evidence Card (with PLO56 Visa) Queensland or Federal police officer photo identity card. 	Current
<ul style="list-style-type: none"> Australian/foreign passport Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage Australian photo driver licence Queensland Government issued photographic high risk work licence Queensland Accreditation/Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver. 	Current or expired less than two years
<ul style="list-style-type: none"> DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. 	Valid up to five years after issue
<ul style="list-style-type: none"> Queensland Card 18+ (laminated). 	Issued after 01/01/1992

Category B documents	Status
<ul style="list-style-type: none"> Australian Defence Force photo identity card (excluding civilians) Australian Firearm or Australian Security Guard/Crowd Controller Licence (with photo) Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) Education institution student identity document (must include photo and/or signature) Financial institution debit/credit card (must include signature and embossed/printed name) Medicare card; Department of Human Services BasicsCard Interstate government-issued or government-approved photo identity card. 	Current

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.

Change of Name documents	Status
<ul style="list-style-type: none"> Australian Marriage Certificate (ceremonial marriage certificates are not accepted) Australian civil partnership/relationship certificate Australian Change of Name Certificate Australian Birth Certificate (amended and/or with notations). 	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none"> Divorce papers Decree Nisi or Absolute (must show the name being reverted to). 	Issued by relevant court
<ul style="list-style-type: none"> Deed Poll. 	Issued prior to 01/02/2004

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

Queensland residential and/or garaging address documents	Status
<ul style="list-style-type: none"> Contract of property purchase, lease/rental document, mortgage/land ownership certificate Electricity, gas or telephone account Queensland local government rates notice; Queensland Land Tax valuation notice; Australian electoral document; official letter from Centrelink/Department of Human Services Queensland vehicle registration notice or certificate; Queensland driver licence renewal notice Bank statement issued within last six months (accompanied by corresponding bank card). 	Current
<ul style="list-style-type: none"> Australian Taxation Office (ATO) Notice of Assessment/Tax file number confirmation notice. The ATO recommends that you block out your tax file number prior to presenting this document. 	Current or previous financial year

Further information: If you are unable to show a particular type of EOI document, please call 13 23 80* or visit a customer service centre or driver licence issuing 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, calling 13 74 68 or emailing bdm-mail@justice.qld.gov.au. For information about obtaining a TMR product, visit www.qld.gov.au or call 13 23 80*.



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 the following evidence of identity (EOI) documents (where applicable) that establishes the legal existence of the organisation. Where stated, and rather than providing official documentation, the organisation details may be verified by TMR via the issuing authority's website.

<p>Acceptable verification and documentation for a business - both of the below are required:</p> <ul style="list-style-type: none"> • Business can be verified as having a status of 'registered' on the Australian Securities and Investment Commission (ASIC) website at www.asic.gov.au or has a status of 'active' on the Australian Business Register's ABN Lookup website at www.abr.business.gov.au • EOI for the legal entity (business holder/proprietor) behind the business name. <p>If representing the business, please also see the 'Representative documents' area below.</p>
<p>Acceptable verification or documentation for a partnership - one of the below is required:</p> <ul style="list-style-type: none"> • Partnership can be verified as having a status of 'active' on the ABN Lookup website at www.abr.business.gov.au • Original or certified copy of the formal Deed of Partnership.
<p>Acceptable verification for an Australian company</p> <ul style="list-style-type: none"> • Company can be verified as having a status of 'registered' on the ASIC website at www.asic.gov.au. <p>If representing the company, please also see the 'Representative documents' area below.</p>
<p>Acceptable verification or documentation for an overseas company - one of the below is required:</p> <ul style="list-style-type: none"> • The Australian Registered Body Number (ARBN) can be verified as having a status of 'active' on the ASIC website at www.asic.gov.au • Original or certified copy of the Certificate of Registration of a Registrable Australian Body displaying the ARBN. <p>If representing company, please also see the 'Representative documents' area below.</p>
<p>Acceptable documentation for a trust - one of the below is required:</p> <ul style="list-style-type: none"> • Original or certified copy of Deed of Trust plus original individual EOI for the legal entity (trustee) behind the trust name • An original official document (such as a letter from a solicitor confirming the existence of the trust) plus, where the trustee behind the trust name (legal entity) is an individual, their original individual EOI. <p>If representing the trust, please also see the 'Representative documents' area below.</p>
<p>Acceptable verification or documentation for an association incorporated under Queensland legislation - one of the below is required:</p> <ul style="list-style-type: none"> • Incorporated Association Number is current on the Office of Fair Trading (OFT) website at www.qld.gov.au (search - check a charity or association) • Indigenous Corporation number is current on the Office of the Registrar of Indigenous Corporations website at www.oric.gov.au • Original Certificate of Registration issued by the OFT for a co-operative registered under the <i>Cooperatives Act 1997</i> • Copy of relevant section in legislation establishing entity or copy of Letters Patent as proof of registration under legislation such as the <i>Religious Educational and Charitable Institutions Act 1861</i> (repealed).
<p>Acceptable verification or documentation for an association incorporated under interstate legislation - one of the below is required:</p> <ul style="list-style-type: none"> • Verification the company has a status of 'registered' on the ASIC website at www.asic.gov.au • Original or certified copy of the Certificate of Incorporation issued by an interstate OFT (or their equivalent).
<p>Acceptable documentation for a body corporate - one of the below is required:</p> <ul style="list-style-type: none"> • Original Registration Confirmation Statement issued by the Department of Natural Resources and Mines (DNRM) • Original document from DNRM with Community Management Scheme number • Original DNRM document addressed to the body corporate.
<p>Queensland garaging address documents - one of the below is required:</p> <ul style="list-style-type: none"> • Australian Taxation Office Assessment • Contract of property purchase; lease/rental document; mortgage/land ownership certificate or notice of body corporate fees • Queensland local government rates notice, electricity, gas or telephone account • Insurance papers which contain a field called garage address.
<p>Representative documents</p> <ul style="list-style-type: none"> • Original <i>Authority to Represent Registered Operator Vehicle Registration</i> (form F5225) (or original letter of authority from organisation).
<p>Change of name verification or documentation</p> <p>Company/Business - one of the below is required:</p> <ul style="list-style-type: none"> • Verification the company/business name has changed on the ASIC website at www.asic.gov.au • Original Certification of Registration on Change of Name or Business Name Registration Certificate issued by the ASIC. <p>Trust:</p> <ul style="list-style-type: none"> • Original written advice from the trustee stating the new name and the trustee is the same as both before and after the name change.

Contact information - if you are unable to show any EOI documents, or if you need more information you can:

- visit www.tmr.qld.gov.au
- call 13 23 80* or visit your local customer service centre (check with your service provider for call costs).