

Attachment IV: EVIDENCE OF IDENTITY DOCUMENTS

When applying for the Training and Assessment at an ST Vic approved licence issuing provider, certification of satisfactory completion of the approved training, as issued by the Accredited Training Provider must be presented together with Evidence of Identity (EOI).

The EOI required is defined as a **photo licence OR multiple evidence of identity**.

Photo Licence

A photo licence means any Australian photo driver licence or photo learner permit which is current or expired by no more than 2 years.

Multiple Evidence of Identity

For transactions where multiple EOI is required it is necessary to provide:

- a primary evidence document (high quality evidence of who the applicant is),
- a secondary evidence document (to confirm the current use of the applicant's name in the community),
- evidence of change of name (where it differs between primary and secondary evidence documents).

Primary and secondary evidence documents must be separate documents.

All documents must be originals as supplied by the issuing authority (or copies certified by the issuing authority, a Justice of the Peace or a solicitor).

At least one document must evidence the address. If it does not then a referee statement must be filled out. The address does not have to be in Victoria or Australia.

Primary Evidence Documents

One of these documents:

- Australian photo driver licence or learner permit photo card
- Victorian marine licence photo card
- Victorian firearm licence photo card
- Victorian Security Guard/Crowd Controller photo card
- Australian passport
- An overseas passport (If expired by more than two years it is acceptable if accompanied by a current Australian visa)
- Certificate of identity issued by the Passport Office
- Convention travel document issued by the Passport Office
- Document of identity issued by the Passport Office (usually issued to travellers to Norfolk Island)
- Australian police force officer photo identity card
- Consular photo identity card issued by the Department of Foreign Affairs and Trade
- Full Australian birth certificate issued by a Registry of Births, Deaths and Marriages (Note: Birth extracts and Commemorative birth certificates are not accepted)

- Australian naturalisation or citizenship certificate
- ImmiCard issued by the Department of Home Affairs (up to 2 years expired)
- a Document for Travel to Australia accompanied by supporting documentation issued by the Department of Immigration and Border Protection or the Department of Home Affairs
- NSW Photo Card (issued by NSW RMS after 14 December 2008)
- Birth card (issued by NSW RMS prior to August 2008)

AND

Secondary evidence documents

In addition to one of the above primary evidence documents the applicant must provide one secondary evidence document from the list below that is current:

- State or federal government employee photo ID card
- Medicare card
- Department of Veterans Affairs card
- Pensioner Concession card.
- Current entitlement card issued by the Commonwealth.
- Student identity card.
- Any Australian or overseas credit card or account card from a bank, building society or credit union.
- Working with Children Check card.
- Australian Proof of Age card.
- Australian Keypass card.
- Australian Defence Force photo identity card (excluding civilian staff).

OR

One of these documents that is current or no more than one year old (electronic statements on a device (eg mobile phone or tablet) and Internet printed statements are acceptable):

- passbook or bank account statement showing the institutions letterhead or stamp
- telephone, gas or electricity bill showing the institutions letterhead or with a stamp
- letters from ATO, Centrelink, Bank and Medicare showing institutions letterhead or stamp.

OR

One of these documents that is current or no more than two years old:

- water rates, council rates or land evaluation notice
- electoral enrolment card or other evidence of enrolment

- Armed services discharge papers
- current Victorian Driving Authority photo identity card.

Evidence of change of name

The applicant will need one of the following documents if the name is different on the primary and secondary evidence documents:

- marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia,
- divorce papers (showing the name being reverted to),
- Deed Poll (issued before November 1986 in Victoria), or
- Change of Name Certificate (issued after November 1986 in Victoria).

Evidence of address where the applicant cannot provide it with primary or secondary documents

You will need one of the following documents if your Victorian residential address is not shown or is different on your Category A or Category B evidence documents:

- contract of sale, lease, or rental document that shows your current address
- current renewal notice for a driver licence or vehicle registration
- Australian Taxation Office Assessment (last or current financial year)
- a different Category A or Category B document that shows your current address.

If an applicant cannot provide documentary evidence of an address, a referee statement is acceptable. The referee statement must:

- Be signed by a Victorian driver licence holder who has known the applicant for 12 months or more,
- Include the applicant's name and address, and
- Include the referee's name and address

Note 1 – This refers to an Australian naturalisation or citizenship document issued by the Department of Immigration and Border Protection

If the applicant is under 16 years of age the document may be in the name of a parent provided that the applicant is also listed on the document. The applicant's parent's licence must be sighted and the number recorded. If the parent does not hold a licence, a statutory declaration must be provided.

Note 2 – This refers to immigration papers (ie. visa) issued by the Department of Immigration and Border Protection

If the applicant is under 18 years of age, the document may be in the name of a parent or legal guardian provided that the applicant is also listed on the document. The applicant's parent's licence must be sighted and the number recorded. If the parent does not hold a licence, a statutory declaration must be provided.