

**INTERIM ADMINISTRATIVE GUIDELINE:
MINIMUM EVIDENCE OF IDENTITY
REQUIREMENTS**

Driver Licensing and Vehicle Registration

August 2005



Prepared by

Austroads Registration & Licensing Task Force Working Group

National Transport Commission

Interim Administrative Guideline: Minimum Evidence of Identity Requirements

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REPORT OUTLINE

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Title:	Interim Administrative Guideline: Minimum Evidence of Identity Requirements
Address:	National Transport Commission Level 15/628 Bourke Street MELBOURNE VIC 3000 E-mail: ntc@ntc.gov.au Website: www.ntc.gov.au
Type of report:	Administrative Guideline
Objectives:	The consistent and uniform application of requirements for establishing a person's identity for vehicle registration and driver licensing purposes throughout Australia.
NTC Programs:	Registration and Licensing Maintenance.
Abstract:	This guideline details the documentation required to establish: <ul style="list-style-type: none">• the identity of Individuals and Bodies Corporate;• residential, relevant premises and garage addresses; and• a change of name for driver licensing and vehicle registration purposes.
Purpose:	For approval by the Transport Agency Chief Executives (TACE).
Key words:	Evidence of identity; driver licensing; vehicle registration.

FOREWORD

The need for an administrative guideline was identified by road authorities during the development of the national schemes for driver licensing and heavy vehicle registration. A consistent approach is necessary to ensure that all jurisdictions can be confident that a person has complied with the same Evidence of Identity requirements regardless of where a licence or registration was obtained.

This administrative guideline seeks to ensure that the requirements for establishing a person's identity for vehicle registration and driver licensing purposes are consistent throughout Australia and are uniformly applied to applicants for driver licence or vehicle registration.

A set of Proof of Identity requirements was formulated and endorsed by Austroads in 1994, and resulted in the National Road Transport Commission (NRTC) Administrative Guideline: Proof of Identity Requirements (August 1999) ISBN 0 642 54443 3.

In November 2000 the then Austroads Registration and Licensing Reference Group agreed to review the Administrative Guideline: Proof of Identity Guideline in light of the proposal by Commonwealth, and State and Territory agencies, to work together towards developing a framework of common higher integrity proof of identity documents and processes to reduce identity fraud. Austroads was involved in the development of the framework and this 2005 Guideline is the culmination of efforts by the Austroads Working Group.

The guideline details the basic transaction types that must be accompanied by Evidence of Identity. It also provides lists of the acceptable forms of documentation for each level of Evidence of Identity.

The guideline will be used to assist in the preparation of customer service manuals by authorities and their agents that deal with the issue of driver licences and vehicle registrations.

Under the hierarchy of administrative guidelines approved by Transport Ministers in June 1998, this guideline can be categorised as Type 1. It contains administrative detail essential to the consistent application of the national driver licensing and vehicle registration reforms. Approval by the Australian Transport Council would only be required for this type of guideline if the Commission is unable to gain the unanimous support of Transport Agency Chief Executives.

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a series of loops and a final flourish.

Stuart Hicks
Chairman

NTC INTERIM ADMINISTRATIVE GUIDELINE: MINIMUM EVIDENCE OF IDENTITY REQUIREMENTS

EXPLANATORY NOTES

Description and Purpose

The aim of administrative guidelines is to ensure that, as far as practicable, national road transport reforms are implemented consistently across varying local conditions and by different administrators. This administrative guideline seeks to ensure that the requirements for establishing a person's identity for vehicle registration and driver licensing purposes are consistent throughout Australia and are uniformly applied to applicants for driver licences or vehicle registration. This guideline replaces the August 1999 NRTC Proof of Identity Administrative Guideline and is based on the draft proposed Commonwealth 2002 framework for Proof of Identity.

Objectives and Necessity

The need for an administrative guideline was identified by road authorities during the development of the national schemes for driver licensing and heavy vehicle registration. A consistent approach is necessary to ensure that all jurisdictions can be confident that a person has complied with the same Evidence of Identity requirements regardless of where a licence or registration was obtained. This will provide added assurance that licence or registration documents subsequently issued are bona fide.

A primary element of the national driver licensing scheme is that a driver must provide conclusive evidence of his or her identity. A licence issued for a fictitious or assumed identity can be used to evade sanctions or commit more general fraud in respect of financial and other transactions or to facilitate other illegal activities.

The importance of providing evidence of residence has also increased, as national legislation requires a person to apply for a driver licence or vehicle registration in the State or Territory that he or she resides in, or where the vehicle is garaged. In the past, the need to post a photographic licence to the holder provided some certainty that the applicant's address was bona fide. Newly introduced technology enabling immediate issue of a licence places a greater emphasis on verifying an applicant's address.

Unless Evidence of Identity requirements are applied in a consistent manner, there is potential for registration and driver licence documents to be obtained and used for fraudulent purposes. In addition, objectives such as the driver licensing "one driver-one licence", and registration within the State/Territory of a vehicle's garage address will be compromised. Use of this guideline should facilitate consistent application of Evidence of Identity requirements and ensure the objectives of the national driver licensing and vehicle registration schemes are met.

Identification of Alternatives

An alternative would be to allow each jurisdiction to produce its own guideline, or continue to use the National Heavy Vehicle Driver Licence (NHVDL) Proof of Identity requirements. However, since the introduction of the NHVDL, some differences in the application of the requirements have arisen between jurisdictions, relating to:

- when Evidence of Identity is demanded; and
- how stringently the requirements are applied.

Another alternative would be to adopt a “points system” similar to that used by financial institutions. However, registration and licensing authorities generally view such systems as being administratively cumbersome and less stringent than the processes outlined in this guideline.

Consultation with Affected Parties

A set of Proof of Identity requirements was formulated and endorsed by Austroads in 1994, and resulted in Administrative Guideline: Proof of Identity Requirements (August 1999) ISBN 0 642 54443 3. Following consultation with Commonwealth, and State and Territory agencies, the formula was updated in line with current community and Government objectives for this 2005 version.

Impact

By adhering to this guideline, a jurisdiction will have some assurance that driver licence and vehicle registration documents obtained in other States/Territories are issued in accordance with the same Evidence of Identity requirements as its own. It will add more rigour to the integrity of driver licence and vehicle registration databases.

Summary

This guideline details the basic transaction types that must be accompanied by Evidence of Identity. It also provides lists of the acceptable forms of documentation for each level of Evidence of Identity.

Implementation

Under the hierarchy of administrative guidelines approved by Transport Ministers in June 1998, this guideline can be categorised as Type 1. It contains administrative detail essential to the consistent application of the national driver licensing and vehicle registration reforms. Approval by the Australian Transport Council would only be required for this type of guideline if the Commission is unable to gain the unanimous support of Transport Agency Chief Executives.

This guideline will be used to assist in the preparation of customer service manuals by authorities and their agents that deal with the issue of driver licences and vehicle registrations.

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1. WHEN EVIDENCE OF IDENTITY IS REQUIRED

IN EVERY CASE TO ESTABLISH A FIRST TIME CLIENT

Full Evidence of Identity is required for any client not already on the system for Licensing or Registration transactions (whichever transaction occurs first)

DRIVER LICENCE

Issue/Duplicate

must provide Full Evidence of Identity:

- for first ever issue of a licence; or
- if unable to provide their licence (if portrait and signature not digitally stored).

Renewal/Replacement

must:

- provide their photo driver licence; or
- have portrait and signature already digitally stored; or
- need to provide Full Evidence of Identity

REGISTRATION

Issue of registration (other than renewal)

- **a natural person:** the registered operator's Full Evidence of Identity must be established if not on the system. Otherwise Australian photo driver licence is sufficient.
- **a corporate entity** must provide its Australian Company Number. Other Bodies Corporate must supply official Evidence of Incorporation.

Issue of registration to an agent

- **on behalf of a person established as a registered operator, or a body corporate:** the agent must provide Full Evidence of Identity and an authorisation from the registered operator.
- **on behalf of a person not established as a registered operator:** **if the authority wishes** to accept an agent's application for registration for a person who is not established on the register, agent authorisation and Full Evidence of Identity of the agent and registered operator should be provided.

Transfer of registration

Full Evidence of Identity must be provided by the acquirer applying to become the registered operator of the vehicle if not already a client on the system.

Transfer lodged by mail: If the authority accepts transfer applications by mail, the driver licence number or Australian Company Number (CAN) or Incorporation Certificate number of the acquiring registered operator must be noted on the application for transfer.

Registration transactions may also require evidence of the vehicle's garage address.

Refer to Administrative Guideline: National Heavy Vehicle Registration Scheme.

2. TYPES OF EVIDENCE OF IDENTITY

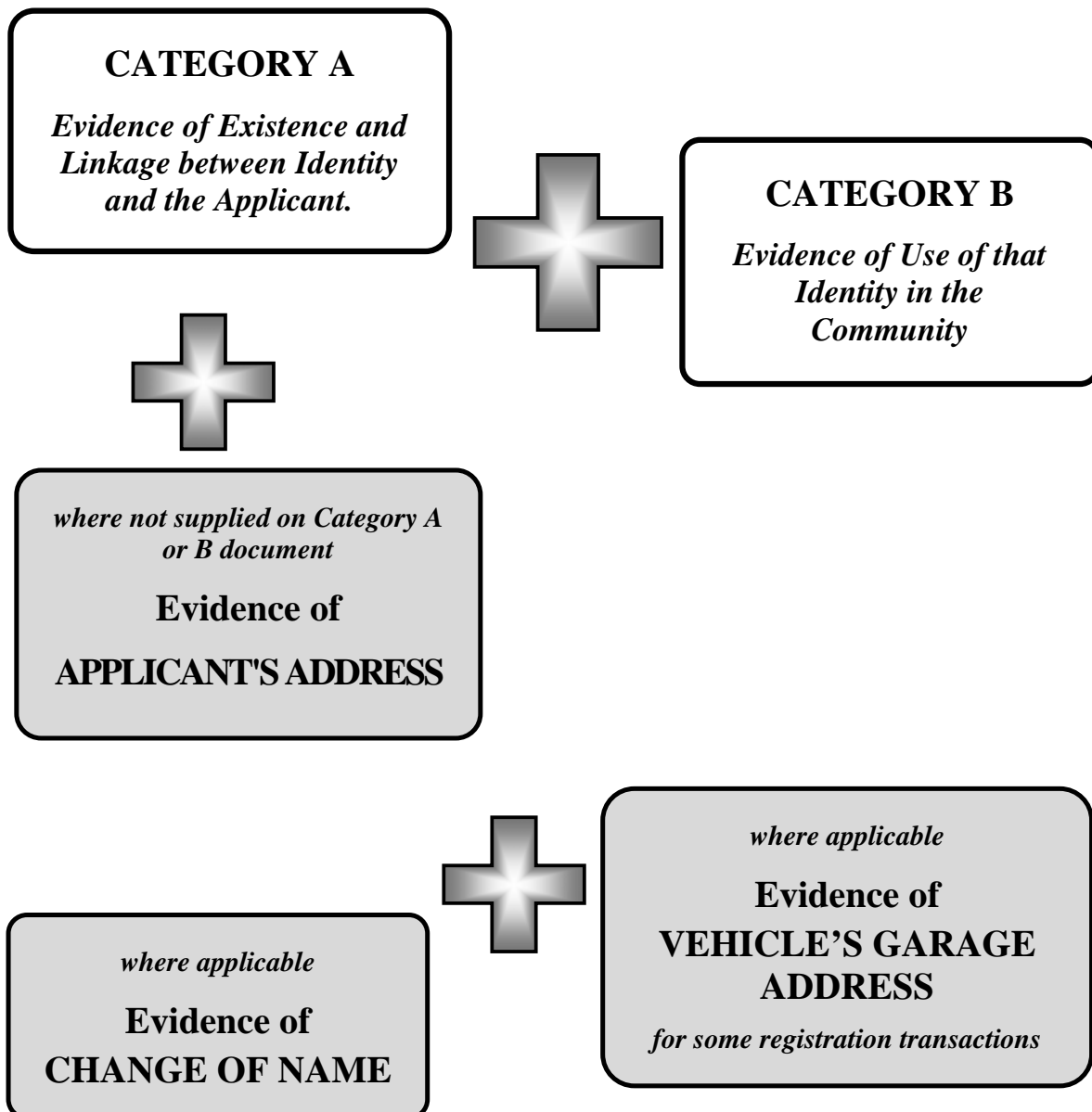
2.1 For Individuals

Full Evidence of Identity, when required, means a minimum of three documents must be produced.

There must be at least one document from each of Category A and B.

A person's signature must be provided on at least one piece of Evidence of Identity documentation. A person's date of birth must be shown on at least one piece of Evidence of Identity documentation.

If none of the produced documents establish a current relevant address, a fourth document showing address is required.



2.2 For Bodies Corporate

Evidence of Identity for Bodies Corporate requires only:

- **the relevant *certificate of incorporation* (including ACN if applicable); and**
- **evidence of the relevant premises address; and**
- **vehicle's garage address (if different from body corporate address).**

3. ACCEPTABLE EVIDENCE OF IDENTITY (INDIVIDUALS)

3.1 Category A – Evidence of Existence and Linkage between Identity and the Applicant

All documents must be original (no photocopies) and unless otherwise stated, must be current (not expired).

Documents not written in English are required to be accompanied by an English translation from an accredited translator.

CATEGORY A DOCUMENTS

Australian Birth Certificate bearing both a registration and a certificate number (not a Commemorative Certificate) (*If the Certificate is not in the name currently used - appropriate linking documentation will be required - see Evidence of Change of Name.*)

Australian Citizenship Certificate or Naturalisation Certificate

Australian Passport (expired up to 2 years)

Overseas Passport (expired up to 2 years if accompanied by a current Australian Visa)

Department of Immigration and Multicultural and Indigenous Affairs travel document (valid up to 5 years after issue)

Department of Immigration and Multicultural and Indigenous Affairs Certificate of Evidence of Resident Status

Australian Photo Driver Licence (expired up to 2 years)

Portrait and signature stored on licensing authority data base

Australian Defence Force Photo Identity Card (excluding civilians)

Police Officer Photo Identity Card (from issuing jurisdiction only)

Each jurisdiction can accept other photo identification issued by:

- its own driver licensing authority; or
- other agencies or organisations approved by the licensing authority;

provided that the photo identification is issued to the licensing Evidence of Identity (EoI) standard and with same security features (expired up to 2 years)

3.2 Category B – Evidence of Use of identity

All documents must be original (no photocopies) and unless otherwise stated, must be current (not expired).

CATEGORY B DOCUMENTS

Medicare Card

Plastic Financial Institution Card with signature and embossed name

Student Identity Document (with photo and/or signature) issued by educational Institution

Department of Veterans' Affairs / Centrelink Pensioner Concession Card

Australian-issued Security Guard / Crowd Controller Licence (with photo)

Australian-issued Firearm Licence (with photo)

3.3 Evidence of Residential Address

If not ALREADY ESTABLISHED BY a Category A or Category B Document

DOCUMENT

Contract of Purchase, Current Lease or Rental Document for relevant premises

Vehicle Registration Certificate (current)

Driver Licence or Vehicle Registration Renewal Notice for coming period

Council Rate Notice (current)

Land Tax Valuation Notice (current)

Australian Taxation Office Assessment (last or current financial year)

3.4 Evidence of Garage Address

(as per the NRTC Administrative Guideline: National Heavy Vehicle Registration Scheme 1998).

In order to determine a vehicle's Garage Address the Registration Authority may require the production of one or more of the following relating to the relevant premises:

DOCUMENT
Certificate of Title
Lease or Rental Agreement (<i>current</i>)
Taxation Assessment Notice in relation to the premises (<i>last or current year</i>)
Council Rate Notice (<i>current</i>)
Utility Accounts relating to the street address (Gas, Electricity, Phone, Water)

Where the Residential Address and the Garage Address are identical, the Registration Authority may waive the requirement to produce the above documentation if it is satisfied, as a result of other or previous evidence, that the Residential Address is the vehicle's Garage Address.

3.5 Evidence of Change of Name

All documents must be original (not photocopied)
DOCUMENT
Full Evidence of Identity in current or former name
<u>AND</u> one of the following (where applicable):
Marriage Certificate issued by Registrar of Births Deaths and Marriages (Commemorative Certificates are not acceptable)
Change of Name Registration with Births Deaths and Marriages Registry
Deed Poll (to prove name change) registered with relevant authority
Divorce <i>Decree Nisi or Absolute</i> (indicating the name being reverted to)

Where an Australian driver licence only exists in the former name, and the client was born in Australia, a Births Deaths and Marriages issued document linking the former and current names is required.

In the event that the person was born overseas or changed their name overseas and cannot obtain a Births Deaths and Marriages name change document, an overseas marriage certificate is acceptable as a linking document only when accompanied by Category A & B documents in the current name.

4. ACCEPTABLE EVIDENCE OF IDENTITY (BODIES CORPORATE)

Photocopies of incorporation registration documents are acceptable.

All incorporation registration documents must be current.

Type of organisation	Evidence required	Name of Act	Issued by
Companies	Certificate of Registration, with ACN, OR a current Extract of the Company, with ACN, OR Certificate of Registration of a Foreign Company, with Australian Registered Body Number	Corporations Law	Australian Securities and Investment Commission (ASIC)
Government Authorities: Agencies and Departments	Letterhead authorising registration of the vehicle and quoting the Act under which established	Name of the Act, if incorporated under legislation	To be supplied by Government authority
Church or Religious organisations			
Incorporated as a company by ASIC.	Certificate of Incorporation	Corporations Law	ASIC
Incorporated under legislation	Letterhead authorising vehicle registration and quoting the Act under which established	Name of the Act if incorporated under legislation	To be supplied by religious organisation
OR under State Associations Incorporation Act	Certificate of Incorporation of Association	the State's Associations Incorporation Act	Department of Fair Trading/Business Affairs
Sporting clubs, non-profit organisations	Certificate of Incorporation of Association	the State's Associations Incorporation Act	Dept of Fair Trading/Business Affairs
Co-operative Societies	Certificate of Incorporation	the State's Co-Operatives Act	
Schools State Non-State	Letterhead authorising vehicle registration	the State's Education Act	School Council State Registration Board
Solicitors	Certificate of Incorporation	the State's Legal Profession Act	Dept of Fair Trading/Business Affairs

4.1 Evidence of Relevant Premises Address

DOCUMENT
Contract of Purchase, Current Lease or Rental Document for relevant premises
Vehicle Registration Certificate (current)
Vehicle Registration Renewal Notice for coming period
Council Rate Notice (current)
Land Tax Valuation Notice (current)
Australian Taxation Office Assessment (last or current financial year)

4.2 Evidence of Garage Address

(as per the Administrative Guideline: National Heavy Vehicle Registration Scheme 1998).

In order to determine a vehicle's Garage Address the Registration Authority may require the production of one or more of the following relating to the premises at which the vehicle is garaged:

DOCUMENT
Certificate of Title
Contract of Purchase, Current Lease or Rental Document
Australian Taxation Assessment Notice in relation to the premises (last or current year)
Council Rate Notice (current)
Utility Accounts (up to 6 months old)

Where the Relevant Premises Address and the Garage Address are identical, the Registration Authority may waive the requirement to produce the above documentation if it is satisfied, as a result of other or previous evidence, that the Relevant Premises Address is the vehicle's Garage Address.

4.3 Evidence of Change Of Name

Certificate of Registration of Change of Name (with ACN) issued by ASIC or other appropriate body listed in Table under item 4.

5. INABILITY TO PROVIDE EVIDENCE OF IDENTITY (NON-STANDARD EOI)

There may be rare occasions where an applicant is genuinely unable to provide the required documentation to satisfy each Evidence of Identity category.

A selection of Category B Evidence of Identity documents is not a substitute for Category A Evidence of Identity, given the different nature of these documents as shown in section 2.

The non-standard documents presented to the authority must establish both identity (evidence of existence and linkage between identity and the applicant and evidence of use of identity) and residence of the applicant beyond reasonable doubt.

5.1 Non-Standard Evidence of Identity for Initial Driver Licence Applications

Part of the pre-requisite for the first-time issue of a driver licence is satisfaction of the applicant's identity in accordance with the criteria set out in this guideline.

Category A documents are evidence of existence and linkage between the identity and the applicant. Category B documents are evidence of use of that identity in the community. It is also essential that a person establish the authenticity of their signature and current residential address. The first has an identity implication: the second an eligibility implication.

There will be very rare occasions where an applicant is genuinely unable to produce any or some of the documents from each category. Some *inability to produce* examples are:

- may not have a Category A document but can produce the Category B documents (one of which contains a signature);
- may be able to produce only two Category A documents (one of which contains a signature and current residential address)
- may have one Category A and one Category B, but none of these has a current residential address or signature); or
- may have one Category A and two Category B documents but neither has a current residential address.

What constitutes genuinely unable?

"Genuinely unable" is not constituted because a person:

- will be inconvenienced by the delay/difficulty/expense of getting documentation from a relevant source;
- has had all such documents stolen in a burglary or destroyed in a fire (in Australia).

5.2 Circumstances Where a Person is Genuinely Unable to Produce the Required EoI Documents (including Signature and Current Residential Address)

When an applicant is genuinely unable to provide the standard Evidence of Identity there should be a consistent approach across jurisdictions as to what will be acceptable as non-standard evidence of identity.

It may be useful to place a flag/comment on the system against the record when non-standard evidence of identity has been accepted – e.g. NSEoI.

Given the current risks associated with fraudulent identities the responsibility of accepting any documents other than the standard evidence of identity documents should be authorised by the Office Manager/Supervisor.

Up to three forms of evidence of identity verification document could be considered for use in non-standard evidence of identity situations:

1. an Aboriginal or Torres Strait Islander (ATSI) applicant residing (or who has previously been a resident) in an isolated ATSI Community and whose birth has not been registered and is unable to be registered retrospectively;
2. all other instances where an applicant is genuinely unable to provide the required Evidence of Identity (either in part or in full); and
3. verification of residential address (where this does not appear on any Category A or Category B documents & the required fourth document cannot be produced).

Evidence of Identity verification documents would not be required to be in the form of a statutory declaration.

These guidelines provide for the use of a non-standard evidence of identity verification document where a verifying person whose own identity has previously been established by the driver licensing authority is willing to vouch for the identity of the applicant (i.e. a current driver licence holder in the relevant jurisdiction). Further suggested eligibility criteria for verifying persons are set out in 6.2 Verifying Persons.

6. GUIDELINES FOR IDENTITY VERIFICATION (OTHER THAN REMOTE ABORIGINAL OR TORRES STRAIGHT ISLANDER (ASTI) WITH NO REGISTERED BIRTH)

This non-standard Evidence of Identity document must be used only as a last resort where an applicant is genuinely unable to provide the standard evidence of identity, and only for driver licensing purposes.

This document may be accepted where Category A **and/or** Category B evidence is unable to be provided. If being used where Category A alone or both Categories A and B evidence cannot be provided - two verifying person declarations might be required. The document may also act as vouching for the applicant's residential address (even in a situation where the verifying person may not personally know that the address is correct). This document may not be suitable when an applicant's only shortfall in production of Evidence of Identity is one of being unable to provide a current residential address where it may be more appropriate to have different eligibility criteria for the verifying person (see 8 - Verification of Residential Address).

6.1 Evidence of Identity Verification

The Evidence of Identity verification form may include the following information.

6.1.1 Driver Licence Applicant details:

- name in full (family name and all given names, excluding baptismal names)
- gender
- date of birth (If genuinely unknown, use 31/12/YEAR and flag that it is a 'substituted' birth)
- residential address
- reason why unable to provide EoI - *I am genuinely unable to provide the required Category A and / or Category B document(s) as Evidence of Identity in my application for a XXXXXX Driver Licence because.....*
- provision for the applicant to declare - *I declare that the information I have provided in this application is true and correct. I understand that it is a serious offence to make a deliberately false or misleading statement in connection with an application for a driver licence*
- recent colour photograph attached (showing full front view of head and shoulders, eyes open, sharply focused)
- signature (signed in front of verifying person)
- date signed

6.1.2 Verifying Person details

- name in full
- residential address
- current driver licence details (including licence number)
- daytime phone contact details
- declaration - *I meet the requirements listed above to make this declaration. I have known the applicant for a period of XX years and vouch for his/her identity. To the best of my knowledge and belief the information provided by the applicant is true and correct. I have witnessed the applicant sign this application. I have signed the back of the attached photograph of the applicant. I understand that it is a serious offence to make a deliberately false or misleading statement in connection with an application for a driver licence* [endorsement reads - "This is a true photograph of name in full"]
- signature
- date signed

6.1.3 Office details

- provision for signature and name of person accepting the non-standard evidence (Supervisor/Manager)
- provision for name of office where document is accepted
- provision for the date the document is accepted
- provision for the Stamp of the Office accepting the document

6.1.4 Title of the document

Should state that the document is used as part of a driver licence application, and the document contains a warning of the seriousness of the offence for dishonestly providing information (by applicant and by verifying person).

6.1.5 Privacy disclaimer

(covering all information provided in document)

Some or all of the information provided here may be disclosed to and/or verified with any driver licensing authority, law enforcement agency, Commonwealth agency responsible for immigration, customs, electoral registration and citizenship, with State Registrars responsible for births, deaths and marriages.

6.2 Verifying Persons

To be eligible to complete a verifying person's declaration (other than for residential address alone) the verifying person should:

- be a current driver licence holder in the relevant State or Territory

- be readily contactable by telephone during normal business hours (for verbal verification of declaration)
- be at least aged 18 years
- know the applicant personally for at least 12 months
- not be related to the applicant by birth, marriage, de facto or same sex relationship
- endorse the back of the applicant's photograph by writing "This is a true photograph of (applicant's full name)" and signing in black/blue ballpoint pen.

7. IDENTITY VERIFICATION FOR USE BY REMOTE ATSI WITH NO REGISTERED BIRTH AND LIVING IN REMOTE AREA - WHERE CERTIFICATE OF ABORIGINALITY ISSUED BY LAND COUNCILS IS NOT AVAILABLE

The Evidence of Verification of Identity Document for an ATSI driver licence applicant could be completed by a Community Council Chairperson or by two Community Councillors, or other appropriate persons. It could include the following information:

7.1.1 Driver Licence Applicant Details

- full name
- declaration that the applicant is an Aboriginal or Torres Strait Islander
- name the community in which they ordinarily reside and that it is in an isolated area
- reason why unable to provide standard EoI - *I am genuinely unable to provide the required Category A and / or Category B document(s) as Evidence of Identity in my application for a XXXXXX Driver Licence because.....*
- date of birth (claimed)
- signature (to be signed in front of verifying person)
- date signed

7.1.2 Verifying Person Details

- full name
- address
- statement of eligibility as a verifying person (Community Council Chairperson, or Community Councillor, etc)
- declaration that the applicant (full name) is recognised as being of Aboriginal or Torres Strait Islander descent and resides or did reside in the community named
- statement that the community recognises the applicant's claim of date of birth
- signature of each verifier
- date signed by each verifier

8. GUIDELINE FOR VERIFICATION OF RESIDENTIAL ADDRESS LICENCE

In the situation where the applicant is able to provide the required Category A and Category B documents but none of these provide a current residential address and they are unable to provide the "fourth document", the applicant could provide a Verifying Declaration of Residential Address document. The address could be verified by any current driver licence holder in the applicant's issuing jurisdiction, who is aged at least 18 years. There is no time limit for how long the verifying person has known the applicant, nor any parameters around in what capacity they have known the applicant. The verifying person should state they know the address stated by the applicant to be the current residential address of the applicant and how they know that to be the case. A recent photograph of the applicant could be used, signed by the verifying person stating it to be a true photo.

MODEL ONLY
Evidence of Identity Verification for Driver Licence Application

Privacy Disclaimer: Some or all of the information you provide here may be disclosed to and/or verified with any driver licensing authority, law enforcement agency, Commonwealth agency responsible for immigration, customs, electoral registration and citizenship, and State registrars responsible for births, deaths and marriages.

APPLICANT'S DECLARATION
Driver licence applicant details
(Applicant to complete)
 Family name *(please print)*

Given names

Male Female

Current residential address

Post code

Date of birth

____/____/____

Town and country of birth

I am genuinely unable to provide Category A and/or B documents as Evidence of Identity because:

Sign ONLY in the presence of your verifying person who completes the Verification of Identity details.

I declare that the information I have provided is true and correct. I understand that it is a serious offence to make a deliberately false or misleading statement in connection with an application for a driver licence.

Signature _____

Date _____/_____/_____

- Verifying Person's Eligibility**
 To complete a verifying person's declaration, you must:
- hold a current driver licence in this State
 - be at least aged 18 years
 - be readily contactable by telephone during normal business hours (for verification of declaration)
 - know the applicant personally for at least 12 months
 - not be related to the applicant by birth, marriage, de facto or same sex relationship
 - must endorse the back of the photograph by writing "This is a true photograph of (applicant's full name)" and signing in blue or black ballpoint pen.

VERIFYING PERSON'S DECLARATION
Verifying person details
(Verifying person to complete)
 Family name *(please print)*

Given names

Current residential address

Post code

Date of Birth _____ Driver Licence _____
 No

Daytime telephone number/s

Home	Work	Mobile
------	------	--------

I declare that I have known the applicant personally for a period of _____ years and to the best of my knowledge and belief the information provided by the applicant is true and correct. I have witnessed the applicant sign this declaration and have signed the attached photograph of the applicant. I understand that it is a serious offence to make a deliberately false or misleading statement in connection with an application for a driver licence.

Signature _____

Date _____/_____/_____

Service Tasmania Office Use Only

Issuing Centre	Issue Date
_____	_____
Service Tasmania Manager	
Issuing Centre stamp	Verifying person's driver licence verified