



# Proof of Identity

For remote areas or outside South Australia

<b>Office use only:</b>	
<b>Client ID:</b>	<b>Reference number:</b>

You have indicated that you are unable to attend a Customer Service Centre (formerly Registration & Licensing) to have your photo digitally captured to create your licence / registration card.

**As your licence / registration can't be issued without your photo, you will need to do the following:**

## Step 1: Personal Details

Complete your personal details below:

### Applicant's details:

**Title:** Mr  Mrs  Ms  Miss

**Surname:** \_\_\_\_\_

**Full given names:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

## Step 2: Proof Of Identity

Gather together your personal identity documents that add up to the value of 100 points or more. To reach this 100-point total, you can choose the type of identification that suits you from the lists provided on page 2.

## Step 3: Your Photo

We require only two (2) passport sized (45mm length x 35mm width); coloured photograph (current likeness). After the person witnessing your identity and photo has correctly endorsed ONE of your photos on the back, please affix both photos in the area provided on page 2.

**Please note that the quality of the photos that you supply will have a direct effect on the quality of the image that will appear on your licence card.** We can only accept clear and distinct photos (**NO** video camera, e-mail or colour photocopied images are acceptable) that conform to the following requirements:

- Image in front of a plain light-coloured background;
- Image not too dark, not too light;
- Image not too close, not too distant;
- Full front view of your head and shoulders; and
- Sharply focused, not blurred or unclear.

## Step 4: Identity & Photo Witnessed

Present this form along with your identity documents and photo to a Justice of the Peace, Commissioner for Taking Affidavits or Proclaimed Bank Manager or equivalent (if living outside of South Australia) for witnessing.

## Step 5: Return Completed Form

Return the completed form together with your photo to:

Business and Occupational Services Branch, GPO Box 1719, ADELAIDE SA 5001

### For all queries:

Builders: (08) 8204 9644; Plumbers, Gas Fitters & Electricians: (08) 82049696; Commercial: (08) 8204 9686; SA Country Callers: 131 882

## To be completed by the person witnessing this document & photo

For the purpose of identifying the person named in this form, please sight their identity documents (which must add up to 100 points or more), place a tick in the relevant box (es) below, endorse the passport photo, complete the declaration and return the form to the applicant. The back of the photo will need to be endorsed with the words "This is a true photograph of (*applicant's name in full*)" and signed by the identifier (refer below).

### 100 Point Identification Requirements

Please note, that licence/registration issued by the Commissioner for Consumer Affairs is **not** classified as sufficient proof of identity. The applicant will still need to produce documents that add up to 100 points or more.

#### Group A Each document is worth 70 points:

- A fully certified birth certificate (or copy certified by a Justice of the Peace)
- A current passport
- An Australian citizenship certificate

#### Group B Each document is worth 40 points:

(Preferably containing a photograph of the applicant)

- A current licence or permit issued under Australian law eg. Driver's licence, Firearms licence or other, please specify \_\_\_\_\_

Identification issued by Government authorities e.g. **one** of the following:

- Public Service employee identification
- Evidence of your entitlement to financial benefits or other entitlements from the Commonwealth or a State or Territory Government
- A student identification card issued by an Australian educational institution
- A statement from your employer or an acceptable referee verifying your identity and certifying that they have known you by your name for at least twelve months. (Preferably with a photograph of the applicant signed by the employer or referee)

#### Group C Each document is worth 25 points:

- Official correspondence addressed to you such as a public utility account (eg. gas, water, electricity), council rates, bank statement or similar
- Bankcard, Visa or other credit card
- Any other documents which in the opinion of the person to whom it is produced, provides similar verification of the applicant's identity, please specify \_\_\_\_\_

### Only original documents or certified copies are accepted as proof of identity



I, \_\_\_\_\_ Have sighted the above identity  
Name of witness

documents and photograph in relation to: \_\_\_\_\_  
Applicant's name

Signature: \_\_\_\_\_  
Signature of JP, Commissioner for Affidavits, Proclaimed member of the SA Police Force

ID Number: \_\_\_\_\_

Qualification of person verifying identity e.g. JP: \_\_\_\_\_