



Proof of Identity

For remote areas or outside South Australia

Office use only	
Client ID	Reference no.

You have indicated that you are unable to attend a Customer Service Centre (formerly Licensing & Registration) 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 provide the following:

Step 1 Personal details of applicant

Title: Mr Mrs Ms Miss

Surname: _____

Full given names: _____

Date of birth: _____

Postal address: _____

Step 2 Proof of identity

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

Step 3 Photos

We require two (2) passport sized (45mm length x 35mm width) coloured photographs (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 Witness for identity documents & photo

Present this form along with your identity documents and photo to a Justice of the Peace, Commissioner for Taking Affidavits or Proclaimed Police Officer (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

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 boxes 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 you, the witness (refer below).

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

Group A Each document is worth 70 points:

- Fully certified birth certificate (or copy certified by a Justice of the Peace)
- Current passport
- Australian citizenship certificate.

Group B Each document is worth 40 points:

(Preferably containing a photograph of the applicant)

- Current licence or permit issued under Australian law e.g. 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
- 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 (e.g. gas, water, electricity), council rates, bank statement or similar
- Visa, Mastercard 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 _____

Affix
photo 1
here

I, _____ have sighted the above identity documents
Name of witness

and photograph in relation to: _____
Name of applicant *Date of birth*

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

ID Number: _____

Qualification of person verifying identity e.g. JP: _____

Affix
photo 2
here

For further information please contact the Business and Occupational Services Branch
Builders: (08) 8204 9644; Plumbers, Gas Fitters & Electricians: (08) 8204 9696; Commercial: (08) 8204 9686 or
131 882 (for SA country callers only)
Office Hours: **8.30am to 5pm, Monday to Friday** (excluding public holidays).