

Marine Information Bulletin

Evidence of Identity

Queensland has adopted the *National Guidelines for Evidence of Identity* requirements developed to ensure that the processes for establishing a person's identity for licensing and registration purposes are consistent and are uniformly applied. These guidelines have now been adopted by Maritime Safety Queensland and will affect all your business dealing with both Maritime Safety Queensland and Queensland Transport. These requirements came into effect as of the 1 July 2004.

What do I have to do to comply with the evidence of identity requirements?

If you **do not** hold a Queensland driver licence (current or expired less than 2 years) you will need to show **three (3) evidence of identity** documents. These documents must include at least—

- **1 Category A** document
- **1 Category B** document
- **1 document** from either category.

One of these documents must include your signature.

What is a Category A Evidence of Identity document?

- Australian Birth Certificate - full (not an Extract or a Commemorative Certificate)
- Australian Citizenship Certificate or Naturalisation Certificate
- Australian Passport (current or expired less than 2 years)
- Foreign Passport (current or expired less than 2 years)
- Department of Immigration & Multicultural & Indigenous Affairs Travel Document, eg. resident visa (valid up to 5 years after issue)
- Department of Immigration & Multicultural & Indigenous Affairs Certificate of Evidence of Resident Status
- Australian Defence Force (excluding civilians) Photo Identity Card
- Australian Photo Driver Licence (current or expired less than 2 years)
- Queensland or Federal Police Officer Photo Identity Card
- Queensland Card 18+ (issued after 01/01/92)
- Queensland Transport Driver Authorisation (current or expired less than 2 years) (eg: Taxi, Bus or Limousine Licence)
- Queensland Transport Accreditation eg. driver or rider trainers, pilot vehicle drivers (current or expired less than 2 years).

What is a Category B Evidence of Identity document?

- Medicare Card
- Plastic Financial Institution Debit/Credit Card with signature and embossed name
- Education Institution Student Identity Document (must include photo and signature)
- Department of Veterans' Affairs / Centrelink Pensioner Concession Card (incl. Health Care Cards)
- Australian-issued Security Guard / Crowd Controller Licence (with photo)
- Australian-issued Firearm Licence (with photo).

Can I show copies of my evidence of identity documents?

No. Photocopies or certified copies of original documents are no longer acceptable evidence of your identity. Each document must be an original document.

What documents do I need to show to change my name?

If you have changed your name or the details of your name are different on the documents you provide, you must show an official **Evidence of Change of Name** document from the Registrar of an Australian Births, Deaths and Marriages (BDM).

What is an Evidence of Change of Name document?

- Change of Name Certificate issued by BDM
- Marriage Certificate issued by BDM
- Amended Birth Certificate (with notations) issued by BDM
- Deed Poll issued prior to 01/02/2004
- Divorce papers *Decree Nisi* or *Absolute* issued by a court may also be acceptable providing they show the name being reverted to.

What if my driver licence or my evidence of identity document is in a language other than English?

Each document must be accompanied by a recognised English translation of it. For a list of approved recognised translators, go to the National Accreditation Authority for Translators and Interpreters (NAATI) at website www.naati.com.au and access the Practitioner's Directory for a full list of approved translators.

For more information about obtaining a Birth, Marriage or Change of Name Certificate—

Registrar of Births, Deaths and Marriages
110 George Street (Old Printery Offices)
Brisbane Qld 4000

Postal:
Registrar of Births, Deaths & Marriages
GPO Box 15188

Telephone: (07) 3247 9203 (Public Enquiries) Brisbane City East Qld 4002

Country Enquiries: 1300 366 430

Fax: (07) 3247 5818

Email: bdm-mail@justice.qld.gov.au

What will Maritime Safety staff do with my evidence of identity?

Documents containing personal information (such as identity cards, driver's licence, credit cards, medicare cards and the like) **WILL NOT BE PHOTOCOPIED**. Once the document has been produced for inspection and verified, the Maritime Safety Queensland officer will note the relevant details as having been verified and return the documents to you. Specific instructions have been given to Maritime staff concerning what details may be noted.

Further information

Further information can be obtained from a Marine Operations Centre. The location of MSQ Regional offices may be found on the website at www.msq.qld.gov.au in the top right hand corner of the page under "contact us" or on the Queensland Transport website at www.transport.qld.gov.au "find a form" – form No S 4526_es.

Contact information

Administrative advice

Safety Standards Branch
Manager (Business Process Support)
Telephone: 3120 7362
Fax: 3120 7356

Technical advice

Safety Standards Branch
Manager (Policy Implementation & Support)
Telephone: 3120 7354
Fax: 3120 7355