



# Your Secure Identity

## Meeting proof of identity requirements for initial applications

The Department of Transport (DoT) is committed to safeguarding your identity through secure information management and personal identification systems.

In addition to their intended purpose, learner's permit and driver's licence cards are widely accepted as a form of identification and can be used to obtain passports, credit cards and bank loans. It is therefore important that DoT secures the identities of its card holders and maintains the authenticity of customer's images and personal details in our database.

DoT uses a biometric facial recognition system to protect identities, improve the security and integrity of licence and Photo Cards and help detect potential identity fraud. The facial recognition system makes it difficult for people to obtain a fraudulent Western Australian (WA) driver's licence or Photo Card and prevents people from holding more than one licence card.

### Proof of identity for your initial application

To uphold DoT's commitment of secure identities for the WA community, you must supply a number of documents as proof of your identity when first applying for a driver's licence or Photo Card.

A combination of five original documents must be presented to verify your full name, date of birth and current residential address\*. To assist you, there are two options for the combination of documents you must provide:

#### Combination 1



#### Combination 2



**\*Note: this does not apply to existing WA Photo Card, learner's permit or driver's licence holders who have previously met these proof of identity requirements.**

#### Category A: Establishment of identity

- Original Australian or New Zealand birth certificate (not an extract) issued by an Australian or New Zealand Registry of Births, Deaths and Marriages (RBDM). Commemorative certificates will not be accepted.
- Australian citizenship or naturalisation documentation issued by Department of Home Affairs (DHA) or Department of Foreign Affairs and Trade (DFAT).
- Confirmation/recognition of birth letter issued by an Australian RBDM.
- New Zealand citizenship or naturalisation documentation issued by Department of Internal Affairs.
- Australian Migration Status (AMS) ImmiCard issued by DHA.
- Evidence of Immigration Status (EIS) ImmiCard issued by DHA.
- Permanent Residence Evidence (PRE) ImmiCard issued by DHA prior to 1 July 2017.
- Residence Determination ImmiCard (RDI) issued by DHA prior to 1 July 2017.
- Evidence of Immigration Status, including electronic visas, issued by DHA.

#### Category B: Link between identity and person

- WA driver's licence or learner's permit card that displays the holder's photo and signature. This document must be current or not have expired by more than five years.
- Australian driver's licence or learner's permit card not issued in WA that displays the holder's photo and signature. This document must be current or not have expired by more than two years.
- Australian passport not expired by more than two years.
- Overseas passport that is current (expired passports will not be accepted).
- Consular photo identity card issued by DFAT.
- WA Photo Card.
- WA photographic firearms identification card.
- Document of Identity issued by DFAT.
- Maritime Security Identity card.
- Aviation Security Identification card.
- Parental identification and statutory declaration. A parent must attend with their child and present their current driver's licence for identity verification.

## Category C: Evidence of identity in community

- Australian EFTPOS or credit card that is current.
- Australian bank statement or letter, less than six months old.
- Australian utilities account or notice, such as a gas, water, electricity or telephone bill, less than six months old.
- Australian Tax Office:
  - Tax File Number Letter (original); or
  - Tax Notice of Assessment Letter (original).
- Official document or letter from a government agency showing residential address, less than six months old.
- Residential tenancy agreement that is current and shows residential address.
- Electoral enrolment letter showing residential address, less than two years old.
- Centrelink or Department of Veteran Affairs health care or pensioner concession card.
- Medicare card.
- WA Seniors card.
- WA vehicle licence (registration paper).
- WA Proof of Age card.
- Australian Capital Territory Proof of Identity Card.
- New South Wales Photo Card.
- Northern Territory Evidence of Age Card.
- Tasmanian Personal Information Card.
- Queensland Photo Identification Card.
- South Australian Proof of Age Card.
- Victorian Proof of Age Card.
- Marine licence indicator card.
- Worksafe high risk work card.
- Dangerous goods security card.
- Security guard/crowd control licence.
- Photographic Police or Australian Defence Force identification card (excludes civilian cards).
- WA working with children card.
- Australian Keypass identity card.
- WA Recreational Skipper's Ticket.
- Employee photo identity card issued by state/territory or commonwealth government.
- Australian Defence Force discharge papers, less than 12 months old.
- Student photographic identification issued in WA.
- School report, certificate of accomplishment or enrolment issued by a secondary school in WA, less than six months old.
- WA Keys for Life certificate issued in WA, less than two years old.
- Australian or New Zealand RBDM issued marriage, divorce or name change certificate. Commemorative certificates will not be accepted.
- Certificate of Achievement (DL20) issued by an authorised organisation.

## Category D: Evidence of residential address

- Letter from current employer showing residential address, less than six months old.
- Recognised educational institution letter from the principal showing residential address, less than 12 months old.

Note: A document listed in category B or C containing your current residential address is an acceptable document for category D, as long as that document has not already been used to satisfy category B or C.

## Proof of identity for licensing transactions

To safeguard your identity, you may be required to supply a combination of documents from categories A-D when completing transactions with us. This is to verify your details with those we have in our database. The documents required will depend on the transaction you are completing. You can visit [www.transport.wa.gov.au/poi](http://www.transport.wa.gov.au/poi) to see which documents you need to provide.

### Document guidelines

- All documents must be originals - certified photocopies will not be accepted.
- One of the documents presented must contain your signature (may not be required for WA Photo Card).
- The name on your documents must be the same or you must provide evidence of change of name that clearly shows the link between your birth name and current name.

### Protection of privacy

Your personal driver's licence information, photograph, and vehicle licence information may be used, or disclosed to a third party, where authorised under 'road law' (as defined in the *Road Traffic (Administration) Act 2008*), Commonwealth law or in compliance with a Court Order issued within Australia. Your personal details may also be disclosed to other driver licensing authorities to assess your application or verify any information you have provided.

## Photo capture guidelines

To support our facial recognition system and assist in having a clear and accurate scan of your face. Please note the following when having your photo taken:

- must remove glasses\*;
- cannot wear facial coverings under any circumstances;
- head coverings such as hats or caps must be removed;
- facial piercings (such as lip, nose and eyebrow) are acceptable provided they do not cause a reflection in the photograph; and
- head dress attire worn for medical, religious or cultural purposes does not need to be removed, as long as your face is clearly visible.

\*The condition 'S' will still appear on the back of driver's licence cards for drivers who require visual aids when driving.

## Contact

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