

# Proof of Identity

## For remote areas or outside South Australia

This form can be used for all occupational licence and registration jurisdictions.

### Applicant's details

Client ID number \_\_\_\_\_ Licence/Registration No: \_\_\_\_\_  
 Full Name \_\_\_\_\_  
 Postal address \_\_\_\_\_  
 Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

### 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.

### 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 and size 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:

- is the required size
- 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
- image is undamaged

### Witness for identity documents & photo

Present this form along with your identity documents and photo to be witnessed by a person who is both on the list of authorised witnesses (below) and has a connection to Australia.

Common examples of an authorised witness include a doctor, lawyer or Justice of the Peace. Police stations often have a Justice of the Peace available at certain times. For a full list of authorised witnesses please visit <https://www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx>

### Return completed form

Return the completed form together with your photos to: Consumer and Business Services, GPO Box 1719, ADELAIDE SA 5001

### For more information

Email	Website	Phone
occupational@sa.gov.au	www.cbs.sa.gov.au	Ph: 131 882

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

I have sighted as proof of identity certified copies or originals of:

\*(Identity documents must add up to 100 points or more)

### Group A Each document is worth 100 points:

- A photographic licence/registration card issued by Consumer and Business Services
- A photographic licence or proof of age card issued by the South Australian Government
- A current passport

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

- Fully certified birth certificate (or copy certified by a Justice of the Peace)
- Australian citizenship certificate
- A passport expired within the last two years

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

(Preferably containing a photograph of the applicant)

- Current licence or permit issued under Australian law.
- Identification issued by Government authorities e.g.:
  - o Public Service employee identification
  - o Evidence of your entitlement to financial benefits or other entitlements from the Commonwealth or a State or Territory Government
  - o Student identification card issued by an Australian educational institution
  - o 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 D 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.

Affix photo 1 here

Do not put tape or staples over the image

*Is this photo endorsed?*

I, \_\_\_\_\_ have sighted the above identity documents  
Name of witness

and photograph in relation to: \_\_\_\_\_  
Name of applicant Date of birth

I have endorsed the back of one photo with the words, "This is a true photograph of (insert full name)" and signed.

Signature: \_\_\_\_\_  
Signature of witness authorised under the Statutory Declarations Act 1959

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

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

Affix photo 2 here

Do not put tape or staples over the image

*Is this photo endorsed?*

Office use only			
Client ID		Authorised by.	
Scan date			