

Personal Identification Number and Shared Secrets Application



Queensland
Government

Adult Proof of Age Card Act 2008; Tow Truck Act 1973; Transport Operations (Marine Safety) Act 1994;
Transport Operations (Passenger Transport) Act 1994; Transport Operations (Road Use Management) Act 1995

This form may be used if you are applying to the Department of Transport and Main Roads (the department) to have your Personal Identification Number (PIN) and Shared Secrets recorded on your new driver licence, industry authority, marine licence indicator or adult proof of age card.

Please decide your PIN and select your two Shared Secret questions but **do not** record your responses on this form.

You may also use this form if you wish to change your PIN or Shared Secrets.

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department.

What is a PIN?

The PIN is a four-digit number selected by you that will allow you to control access to protected information stored on the card chip.

Note: Your PIN is only stored on the card chip and is not retained by the department or card contractor after the card is produced. When you apply for the further issue of your driver licence, industry authority, marine licence indicator or adult proof of age card, you will need to add your PIN to the new card. Your Shared Secrets will be securely stored on your cards and on the department's systems to enable you to perform secure online transactions with the department.

What is a Shared Secret?

A Shared Secret is a security code that will allow you to conduct secure online transactions with the department.

You will need to give answers to two Shared Secret questions selected from the following list of ten questions. Your response to each question must:

- be between 4 and 30 characters
- consist of alpha and/or numeric characters (i.e. no special characters, for example, %, #, @)
- not have a space as the first or last character
- not have two or more spaces entered consecutively.

The letters are not case sensitive.

Shared Secrets are captured at the first issue of a card (e.g. driver licence) and are applied to all other cards that you may hold (e.g. industry authority, adult proof of age card). Your Shared Secrets will be securely stored on your cards and on the department's systems to enable you to perform secure online transactions with the department.

Important Information

The use of your PIN will be subject to the *PIN Terms of Use* and the use of your Shared Secrets will be subject to the *Subscriber Agreement*. The *PIN Terms of Use* and *Subscriber Agreement* (the Cardholder Agreements) apply to all transactions initiated by you by the use of your card along with your PIN or Shared Secrets.

It is important that you make yourself familiar with the Cardholder Agreements before using your PIN or Shared Secrets. These documents can be viewed on the department's website www.tmr.qld.gov.au. A copy will be mailed to you together with your new card.

A summary of some key points of the Cardholder Agreements is provided overleaf. This summary is provided for your information only and does not affect the terms set out in the Cardholder Agreements.

1. Personal details

Family name (Please PRINT)

Given name/s

Residential address

Postcode

Daytime contact number

2. Which card/s do you hold?

- Driver Licence Adult Proof of Age Card
 Industry Authority Marine Licence Indicator

Licence/authority/reference number

3. Do you wish to add the PIN on your card/s?

- No Yes Please select your PIN but do not record your response on this form. You will need to enter your response on a keypad.

4. Do you wish to add the Shared Secrets on your card/s?

- No Yes Please select two of the following questions by ticking the applicable boxes. You will need to enter your responses on a keypad when you apply for your product. Do **not** record your responses on this form.

- Q1. What was the name of the first school you attended?
 Q2. In what type/make of vehicle did you learn to drive?
 Q3. What was the name of the first foreign country you visited?
 Q4. What was the name of the first live concert you attended?
 Q5. What was the name of the first street you lived in?
 Q6. What was the name of your first pet?
 Q7. What was the last name of your favourite teacher at school?
 Q8. In what town/city was your mother born?
 Q9. What was your childhood nickname?
 Q10. What was the name of the suburb/town of your first job?

5. Do you wish to change or remove your PIN or Shared Secrets?

- No Yes Please specify below.
 Change PIN.
 Change Shared Secrets.

6. Your declaration

I declare that the information given by me on this form is complete, true and correct in every detail. I consent to the department taking a digital photo for the purposes associated with the card.

I acknowledge, that I have been notified of the Cardholder Agreements, that I have read the summary of key points provided overleaf, and that if I choose to use a Shared Secret or PIN I will be bound by the relevant Cardholder Agreements.

Signature

Date

Privacy Statement: The department provides this form under the relevant Acts mentioned on this form so that you may provide your PIN and/or Shared Secrets to be recorded on your card. Your PIN and Shared Secrets will not be accessible by departmental persons once the details have been recorded on your card. The department will not disclose your personal details or information to any third parties without your consent unless authorised or required by law.

7. Office Use Only

Authorised person's name (please PRINT)

Authorised person's signature

Date

Driver licence issuing centre (Office stamp)

Key Points of Cardholder Agreements

It is important that you make yourself familiar with the terms and conditions that apply to the use of your PIN and Shared Secrets. A brief summary of some key points of the Cardholder Agreements is provided below. This summary is provided for your information only and does not affect the terms set out in the Cardholder Agreements. These documents will be mailed to you together with your new card and can be viewed on the department's website.

Some information on the card is known as **free read**, meaning that you or a third party may with an appropriate card reader, freely access this information. **Free read** information includes such things as the card number, date of issue of the card, date of expiry of the card, and information about the card issuer, that is, the department. You do not need to enter your PIN to access or allow somebody else to access this **free read** information. Importantly, **free read** information does not include any personal information that may be used to identify you. If you provide your card to a third party and do not enter your PIN, it is likely to be implied that you consent to the third party accessing this **free read** information.

By using your PIN you will enable protected information that is electronically stored on your card chip to be accessed by yourself or a third party. This information includes details such as your name, residential address and date of birth, gender, height and information relevant to the card, such as driver licence, industry authority, marine licence indicator or adult proof of age information. If you provide your card to a third party and enter your PIN, it is likely to be implied that you consent to the third party accessing the protected information stored on the card chip.

If you do not want anyone else to access your **free read** information, make sure you do not give anyone your card or only give a third party your card if they agree not to insert the card into a card reader. If you do not want anyone else to access your **protected information**, make sure you do not enter your PIN. You are certainly free to also come to an agreement with a third party as to which information you want them to access and retain.

The department does not control the use a third party makes of the information on the card. Your card is only designed to meet the needs of driver licensing, industry authority, marine licence or proof of age purposes without regard to any other uses. Accordingly, you need to satisfy yourself as to the adequacy and appropriateness of using cards for any other purpose.

The department will not be responsible for any use of the card as evidence of identity for non-departmental purposes or anything arising out of that use. Furthermore, the department will not be responsible for any use of the card other than for driver licensing, industry licensing, marine licensing or adult proof of age purposes.

You should be aware of the possibility that third parties may undertake 'data harvesting' activities, which is the process of combining items of information about an individual from different sources to develop a profile. It is important for you to remember that, your first and best defence against fraud, the misuse of your card or the inappropriate storage and use of your information is to protect your card and the security of your PIN and Shared Secrets.

Each time you enter your Shared Secrets into a device that is reading your card you will activate certain security features of your card. These security features are provided to enable you to conduct secure electronic transactions with the department and you must not allow them to be used for any other purpose unless the department makes an amendment to the Subscriber Agreement to add additional uses. If you do not enter your Shared Secrets these security features will not be used. More information about these security features can be found in the *Subscriber Agreement*.

Your Shared Secrets can also be used without your card to allow you to perform secure transactions with the department via the department's website.

The first use of your PIN will be taken as your acceptance of the *PIN Terms of Use*.

The first use of your Shared Secrets, to allow access to your card's security features, will be taken as your acceptance of the *Subscriber Agreement*.

The department may make changes to the Cardholder Agreements by publishing a notice on the department's website. If you do not agree with the changes you must stop using your PIN or Shared Secrets.

PIN and Shared Secrets

- Keep your card and any record of your PIN or Shared Secrets secure at all times.
- Do not keep a record of your PIN or Shared Secrets with or near your card.
- Do not tell anyone your PIN or Shared Secrets including family members, friends and licence issuing officers.
- Do not allow anyone else to use your card, PIN or Shared Secrets.
- Notify the department immediately if you suspect that your PIN or Shared Secrets have become known to someone else other than the department.

If you suspect someone has misused or accessed the information on your card's chip without your consent, contact the department on 13 23 80* or visit www.tmr.qld.gov.au.

Further information

You may be bound to the legal effect of any transaction enabled through the use of your PIN or Shared Secrets.

You may be responsible for any liability that arises from the use of your PIN or Shared Secrets.

Where any liability is attributed to the department, it is limited by the Cardholder Agreements.

For more information please call 13 23 80* or visit www.tmr.qld.gov.au.