



# Evidence of Identity Requirements For Individuals

As part of the Department of Transport and Main Roads application process, you may be required to present **evidence of your identity** (EOI) and evidence of **residential** or **garaging address** documents.

If you are unable to present your **Queensland (Qld) driver licence** (current or expired less than two years), the EOI requirements may be met if you can present your current Qld industry authority, marine licence indicator or adult proof of age card (conditions apply). If you are unable to present any of these documents, you will need to present **three original** EOI documents:

**One category A + two category B OR Two category A + one category B**

All documents **must** be **original** and current unless otherwise stated. Photocopies and certified copies of original documents are **not** acceptable. The category A document must show your full name. At least one category A or B document must show your signature. EOI documents presented may be verified with the issuing authority.

| Category A documents  | Status                                 |
|---|--|
| <ul style="list-style-type: none"> <li>• Australian Birth Certificate - full (not an Extract or a Commemorative Certificate)</li> <li>• Bicentennial Birth Certificate (born in 1988)</li> <li>• Australian Citizenship Certificate/Naturalisation Certificate</li> <li>• Department of Immigration and Border Protection (DIBP)               <ul style="list-style-type: none"> <li>- Certificate of Evidence of Resident Status</li> <li>- Visa Evidence Card (with PLO56 Visa)</li> </ul> </li> <li>• Qld or Federal police officer photo identity card</li> </ul>  | Current                                |
| <ul style="list-style-type: none"> <li>• Australian Passport (including Australian Document of Identity)</li> <li>• Foreign Passport</li> <li>• Australian photo driver licence</li> <li>• Qld Accreditation/Authorisation (laminated)               <ul style="list-style-type: none"> <li>- Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate</li> <li>- Bus; taxi; limousine driver</li> </ul> </li> </ul>   | Current or expired less than two years |
| <ul style="list-style-type: none"> <li>• DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted.</li> </ul>   | Valid up to five years after issue     |
| <ul style="list-style-type: none"> <li>• Qld Card 18+ (laminated)</li> </ul>  | Issued after 01/01/1992                |
| Category B documents  | Status                                 |
| <ul style="list-style-type: none"> <li>• Australian Defence Force photo identity card (excluding civilians)</li> <li>• Australian Firearm Licence (with photo)</li> <li>• Australian Security Guard/Crowd Controller Licence (with photo)</li> <li>• Department of Veterans' Affairs/Centrelink Pensioner Concession card (including Healthcare card)</li> <li>• Education institution student identity document (must include photo and/or signature)</li> <li>• Financial institution debit/credit card (must include signature and embossed/printed name)</li> <li>• Medicare card</li> <li>• Interstate government-issued or government-approved Proof of Age Card</li> </ul> | Current                                |

If you have changed your name or the names on your EOI documents are different, you will need to present a **change of name** document.

| Change of Name documents  | Status   |
|---|--|
| <ul style="list-style-type: none"> <li>• Australian Marriage Certificate (ceremonial marriage certificates are not accepted)</li> <li>• Australian civil partnership/relationship certificate</li> <li>• Australian Change of Name Certificate</li> <li>• Australian Birth Certificate (amended and/or with notations)</li> </ul> | Issued by relevant Registrar of Births, Deaths and Marriages |
| <ul style="list-style-type: none"> <li>• Divorce papers Decree Nisi or Absolute (must show the name being reverted to)</li> </ul>   | Issued by relevant court                                     |
| <ul style="list-style-type: none"> <li>• Deed Poll</li> </ul>   | Issued prior to 01/02/2004                                   |

If your residential address does not appear on your category A and/or B document, you will need to present a **Qld residential and/or garaging address** document.

| Queensland residential and/or garaging address documents  | Status                             |
|---|------------------------------------|
| <ul style="list-style-type: none"> <li>• Contract of property purchase, lease/rental document, mortgage/land ownership certificate</li> <li>• Electricity, gas or telephone account</li> <li>• Qld local government rates notice; Qld Land Tax valuation notice; Australian electoral document</li> <li>• Qld vehicle registration notice or certificate; Qld driver licence renewal notice</li> <li>• Bank statement issued within the last six months (must be accompanied by corresponding credit/debit card)</li> </ul> | Current                            |
| <ul style="list-style-type: none"> <li>• Australian Taxation Office (ATO) Notice of Assessment/Tax file number confirmation notice. The ATO recommends that you block out your tax file number prior to presenting this document.</li> </ul>  | Current or previous financial year |

## Further information

If you are unable to show a particular type of EOI document, please call **13 23 80\*** or visit a customer service centre or driver licence issuing centre for further advice. For more information about obtaining a Qld Birth, Marriage or Change of Name Certificate, please contact the Qld Registrar of Births, Deaths and Marriages by visiting [www.justice.qld.gov.au](http://www.justice.qld.gov.au), calling 07 3247 9203 or emailing [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au).

For information about obtaining a departmental product, visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) or call **13 23 80\***.



As part of the Department of Transport and Main Roads application process, you may be required to present an **evidence of identity (EOI)** document that establishes the legal existence of the organisation. You may also need to present evidence of a **Queensland (Qld) garaging address** if the application requires this information. A **change of name** document may need to be presented if the name of the organisation has changed.

If you are transacting business for, or representing an organisation, you will also need to provide your EOI document and an **authorised person/representative** document that authorises you to act on behalf of that organisation.

EOI documents provided may be verified with the issuing authority.

|  |  |
|--|--|
| <b>Acceptable documents for Business</b>   |  |
| <ul style="list-style-type: none"> <li>• Certificate of the Registration of a Business Name from the Australian Securities and Investments Commission plus EOI for the legal entity (proprietor) behind the business name</li> </ul>   |  |
| <b>Acceptable documents for Australian Company</b>   |  |
| <ul style="list-style-type: none"> <li>• Certification of Registration of a Company issued by the Australian Securities and Investments Commission displaying the Australian Company Number (ACN)</li> <li>• Verification of company via the Australian Securities and Investment Commission website <a href="http://www.asic.gov.au">www.asic.gov.au</a></li> <li>• Official company document displaying the ACN of the company (such as a company cheque)</li> </ul> |  |
| <b>Acceptable documents for Overseas Company</b>   |  |
| <ul style="list-style-type: none"> <li>• Copy of the Certificate of Registration of a Registrable Australian Body displaying the Australian Registered Body Number (ARBN)</li> <li>• Extract from the Australian Securities and Investments Commission confirming the existence of the company</li> <li>• Company cheque displaying the ARBN</li> </ul>  |  |
| <b>Acceptable documents for Trust</b>  |  |
| <ul style="list-style-type: none"> <li>• Deed of Trust plus EOI for the legal entity (trustee) behind the trust name</li> <li>• Any official document (such as a letter from a solicitor confirming the existence of the trust) plus EOI for the legal entity (trustee) behind the trust name</li> </ul>   |  |
| <b>Acceptable documents for Association Incorporated Under Qld Legislation</b>   |  |
| <ul style="list-style-type: none"> <li>• Copy of the Certificate of Incorporation issued by the Office of Fair Trading</li> <li>• Evidence of an Incorporated Association Number (IA) issued by the Office of Fair Trading</li> </ul>  |  |
| <b>Acceptable documents for Association Incorporated Under Interstate Legislation</b>  |  |
| <ul style="list-style-type: none"> <li>• Copy of the Certificate of Registration of a Registrable Australian Body</li> <li>• Extract issued by the Australian Securities and Investments Commission confirming the existence of the company</li> <li>• Association cheque displaying the ARBN</li> <li>• Copy of the Certificate of Incorporation issued by an interstate Office of Fair Trading (or their equivalent)</li> </ul>                                      |  |
| <b>Qld garaging address documents</b>  |  |
| <ul style="list-style-type: none"> <li>• Australian Taxation Office Assessment</li> <li>• Contract of property purchase; lease/rental document; mortgage/land ownership certificate</li> <li>• Electricity, gas or telephone account</li> <li>• Insurance papers which contain a field called garage address</li> <li>• Notice of Body Corporate Fees</li> <li>• Qld local government rates notice</li> </ul>  |  |
| <b>Authorised Person/Representative documents</b>  |  |
| <p>To act on behalf of an organisation, you will need to present your EOI (e.g. driver licence) and:</p> <ul style="list-style-type: none"> <li>• a letter of authority from the business/trust</li> <li>• evidence of your association with the company/organisation.</li> </ul>  |  |

## Change of Name documents

|                 |   |
|-----------------|---|
| <b>Business</b> | Business Name Registration Certificate issued by the Australian Securities and Investments Commission   |
| <b>Company</b>  | Certification of Registration on Change of Name issued by the Australian Securities and Investments Commission  |
| <b>Trust</b>    | Written advice from the trustee stating: <ul style="list-style-type: none"> <li>• the new name</li> <li>• the trustee is the same both before and after the name change.</li> </ul> |

## Contact information

If you are unable to show any of the required EOI documents, or you need more information about obtaining a departmental product, you can:

- visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)
- call **13 23 80\*** or visit your local customer service centre.

\* Higher rates apply from mobile phones and pay phones.