



Identification and Residency Requirements for ACT Photographic Driver Licence and ACT Vehicle Registration

Applicants for a first issue of an ACT photographic driver licence (and renewals where a photo licence cannot be produced) and / or ACT vehicle registration are required to provide full evidence of identity (minimum of 3 documents):

- At least one document must be Primary Proof of Identity.
- Proof of Residency must be provided as a fourth document if not already satisfied by other POI documents.
- Photocopies are not acceptable and unless otherwise stated must be current (not expired).
- At least one of the identifications must show a signature.
- At least one of the identifications must show a date of birth.

Primary Proof of Identity (documents which will be accepted)

- A Photographic Driver Licence issued in Australia (current or expired up to 2 years).
- Australian Birth Certificate (not a Commemorative Certificate and not an extract).
If the certificate is not in the name currently used appropriate linking documentation will be required.
- Australian Passport (expired up to 2 years).
- Overseas Passport (expired by up to 2 years if accompanied by a current Australian Visa).
- Australian Citizenship Certificate or Naturalisation Certificate.
- Department of Immigration and Citizenship travel document (valid up to 5 years after issue).
- Department of Immigration and Citizenship Certificate of Evidence of Resident Status.
- Portrait and Signature stored on Road User Services database.
- Australian Defence Force Photo-identity card (excluding civilians).
- Police Officer Photo-identity card (from ACT only).
- Australian Proof of Age Card (includes NSW Photo Card) with appropriate security features, showing date of issue by an Authority, that is current or expired up to 2 years.

Secondary Proof of Identity (documents which will be accepted)

- Current Medicare Card.
- Current credit card or account card, with signature and embossed name from a Bank, Building Society or Credit Union.
- Current Student Identity Document (with photo and / or signature) issued by an Educational Institution.
- Current Centrelink or Department of Veterans Affairs Concession Card.
- Australian-issued Security Guard / Crowd Controller Licence (with photo).
- Australian-issued Firearm Licence (with photo).
- Current Consular photograph identity card issued by Department of Foreign Affairs.
- Current State or Federal Government employee photo-identity card.

Proof of Residency (if not already established by Primary or Secondary Proof of Identity)

Must be supplied by all Interstate and Overseas licence holders transferring to an ACT Driver Licence or Vehicle Registration. Provided the applicant's residential address is listed on the document the following are acceptable:

- Contract of Purchase, Current Lease or Rental Document for relevant premises (a receipt only is not acceptable).
- Vehicle Registration Certificate (current).
- Driver Licence or Vehicle Registration Renewal Notice for coming period.
- Council Rates Notice (current).
- Land Tax Valuation Notice (current).
- Australian Taxation Office Assessment (last or current financial year). To protect your privacy customers are advised to block out their Tax File Number.
- Utility Accounts relating to the street address (Electricity, Gas, Landline Telephone or Water) paid within the last 3 months.

For further information please contact Canberra Connect on 13 22 81.



Acceptable Evidence of Identity [Bodies Corporate, Companies and Government Organisations]

**Photocopies of incorporation registration documents are acceptable.
 All incorporation registration documents must be current.**

Type of Organisation	Evidence Required	Name of Act	Issued by
Companies	Certificate of Registration with ACN or A current Extract of the Company with ACN or Certificate of Registration of a Foreign Company with ARBN	Corporations Law	ASIC
Government Authorities: Agencies & Departments	Letterhead authorising registration of the vehicle and quoting the Act under which established	Name of the Act, if incorporated under legislation	To be supplied by Government Authority
Church / Religious Organisations: Incorporated as a company by ASIC, Incorporated under legislation OR Under State Associations Incorporation Act	Certificate of Incorporation Letter authorising vehicle registration and quoting the Act under which established Certificate of Incorporation of Association	Corporations Law Name of the Act if incorporated under legislation The State's Associations Incorporation Act	ASIC To be supplied by religious organisation Department of Fair Trading / Business Affairs
Sporting clubs, non-profit organisations	Certificate of Incorporation of Association	The State's Associations Incorporation Act	Department of Fair Trading / Business Affairs
Co-operative Societies	Certificate of Incorporation	The State's Co-Operatives Act	Department of Fair Trading / Business Affairs
Schools: State Non-state	Letterhead authorising vehicle registration	The State's Education Act	School Council State Registration Board
Solicitors	Certificate of Incorporation	The State's Legal Profession Act	Department of Fair Trading / Business Affairs



Evidence of Name Change

All documents must be original (not photocopied)

Document

Full Evidence of Identity in current or former name

AND one of the following (where applicable):

- Marriage Certificate issued by Registrar of Births Deaths and Marriages (Commemorative Certificates are not acceptable).
- Change of Name Registration with Births Deaths and Marriages Registry.
- Deed Poll papers proving name change (registered with the relevant authority) up to and including 2002.
- Divorce Decree Nisi or Absolute (indicating the name being reverted to).

Where an Australian driver licence only exists in the former name and the client was born in Australia, a Births Deaths and Marriages issued document linking the former and current names is required.

In the event that the person was born overseas or changed their name overseas and cannot obtain a Births Deaths and Marriages name change document, an overseas marriage certificate is acceptable as a linking document only when accompanied by Primary and Secondary Documents in the current name.