



# Guide to the Identification and Residency Requirements for ACT Photographic Driver Licence and ACT Vehicle Registration

As per Section 10(1)(a) & (b) of the *Road Transport (Driver Licensing) Act 1999*, the Road Transport Authority may only issue a driver licence to a person if the authority is satisfied the person is a resident of the ACT and the person is eligible under the Act to be issued with the Driver Licence.

As per Section 8 of the *Road Transport (Vehicle Registration) Act 1999* the Road Transport Authority may register or renew the registration of a registrable vehicle only if satisfied the vehicle's garage address is in the ACT.

For further information please visit [act.gov.au/accessCBR](http://act.gov.au/accessCBR) or contact Access Canberra on **13 22 81**.

## Information on Proof of Identity

Applicants for the first issue of an ACT Driver Licence and/or an ACT Vehicle Registration, or an applicant who does not/cannot produce an ACT Driver Licence must provide full evidence of identity. Applicants must satisfy the Authority of their identity by providing a minimum of three original documents.

- At least one document must be from the primary Proof of Identity (POI) document list below.
- At least one of the POI documents must display the applicants name in full and not as an initial. Where an interstate photographic driver licence displays the applicants middle name as an initial, the applicant must provide their full middle name to the Authority.
- At least one of the POI documents must display a signature.
- At least one of the POI documents must display a date of birth.
- Proof of Residency must be provided as a fourth document if not already satisfied by other POI documents; this excludes an ACT Proof of Identity card.
- POI documents must be current (not expired unless otherwise stated).
- Photocopies are not acceptable unless otherwise stated.
- Certified photocopies are not acceptable for the first issue of an ACT Driver Licence or Vehicle Registration.

**Applicants who already hold a Driver Licence issued by the ACT Road Transport Authority are only required to provide their licence as full evidence of their identity.**

## Primary Proof of Identity (documents which will be accepted)

- **A photographic Driver Licence** issued in Australia and current or expired up to two years.
- **Australian Birth Certificate** (not a Commemorative Certificate or extract). If the certificate is not in the name currently used appropriate linking documentation will be required (e.g. Marriage Certificate).
- **Australian Passport** current or expired up to two years.
- **Overseas Passport** current or expired up to two years.
- **Australian Citizenship Certificate or Naturalisation Certificate.**
- **Department of Home Affairs Travel document** valid up to five years after date of issue.
- **Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard** valid to date of expiry.
- **Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard** valid to date of expiry.
- **Department of Home Affairs Australian Migration Status (AMS) ImmiCard** valid to date of expiry.
- **Current Police Officer Photo Identity Card** issued in ACT only.
- **Australian Proof of Age Card / Proof of Identity Card / NSW Photo Card** with appropriate security features that displays the date of issue by the Authority. Current or expired up to two years.

**Secondary Proof of Identity** (documents which will be accepted)

- **Current Medicare Card.**
- **Current Credit Card or Account Card** with signature and name from a Bank, Building Society or Credit Union.
- **Current Student Identity Document** with photograph and/or signature issued by an Educational Institution. If there's no expiry date, card can be accepted up to two years from the date of issue.
- **Current Centrelink or Department of Veterans Affairs Concession Card.**
- **KeyPass Identity Card** issued by Australia Post. Current or expired up to two years.
- **Security Guard / Crowd Controller Identity Card** with photograph issued by an Australian State or Territory. Current or expired up to two years.
- **Firearm Licence** with photograph issued by an Australian State or Territory. Current or expired up to two years.
- **Current Consular Identity Card** with photograph issued by Department of Foreign Affairs and Trade.
- **Current State, Territory or Federal Government Employee Identity Card** with photograph.
- **Current Australian Defence Force Identity Card** with photograph.
- **Current ACT Government Services Access Card.**
- **Working with Vulnerable People Registration Card** current or expired up to two years.
- **ACT High Risk Work Licence** current or expired up to two years.

## Proof of Residency (excluding Proof of Identity Cards issued after 19 September 2018)

Proof of Residency must be supplied by all applicants of a first time issue of an ACT Driver Licence if not already established by Primary or Secondary Proof of Identity. In all instances, the below correspondence issued in electronic form is acceptable.

To demonstrate that you are a resident of the ACT, you must provide the following documents that contains your full name and residential address:

**ONE** of the following:

Acceptable Document	Conditions	Examples	Age
<b>ACT Driver Licence</b>	Nil	<ul style="list-style-type: none"> <li><b>Current learner, provisional or full ACT Driver Licence</b></li> </ul>	Current
<b>Government Correspondence</b>	<p>Issued from an Australian Government Department including Federal, State, Territory and Local.</p> <p>The correspondence <b>MUST</b> include a link to the claimed address.</p>	<ul style="list-style-type: none"> <li><b>Rates Assessment Notice</b> issued by ACT Revenue Office.</li> <li><b>Building or Extension Approval</b> issued by the ACT Government.</li> </ul>	No more than 4 months old
<b>Utilities Bill/Current Lease Agreements</b>	Must relate to the claimed address.	<ul style="list-style-type: none"> <li><b>Utility account</b> relating to the nominated physical address for electricity, gas, water or landline telephone.</li> <li><b>Utility provider welcome letter</b> or bundle advice.</li> <li><b>Current Lease or Rental Agreement</b> for relevant premises prepared by a real estate agency or the ACT Government. Private rental agreements or receipts will not be accepted.</li> </ul>	No more than 4 months old
<b>Department of Defence Address Confirmation Minute</b>	Must be accompanied by a Department of Defence identity card.	<ul style="list-style-type: none"> <li><b>Defence Housing Australia Agreement Letter</b> for relevant premises.</li> </ul>	No more than 4 months old

Or **TWO** of the following:

Acceptable Document	Conditions	Example	Age
<b>Bank Correspondence</b>	Official letter or correspondence from a bank issued/addressed and posted to the person at the claimed address.		No more than 4 months old
<b>Government Documents/ Correspondence</b>	<p>Issued from an Australian Government Department including Federal, State, Territory and Local.</p> <p>Issued/addressed to the person at the claimed address.</p>	<ul style="list-style-type: none"> <li><b>Current Centrelink or Department of Veterans Affairs Concession Card.</b></li> <li><b>Current interstate registration renewal notice</b> related to the nominated physical address.</li> <li><b>MyGov electronic correspondence</b> displaying the nominated physical address.</li> <li><b>Australian Tax Office Assessment</b> issued within the last four months. To ensure protection of privacy, references to Tax File Numbers should be omitted from the document prior to submission.</li> </ul>	No more than 4 months old

## Important Information

If you genuinely cannot satisfy the policy through the furnishing of the documents expressed above, you may still be able to satisfy residency requirements by providing:

**A statement from your employer.** The statement must include:

- Your employer's letterhead
- The business registration number (ABN, ACN)
- The full name of the applicant
- The applicants residential address
- The full name of the person authorised to sign on behalf of your employer
- The daytime contact number of your employer
- The signature of a person authorised to sign on behalf of your employer.

**Note:** While you may be authorised to sign on behalf of your employer, you cannot complete your own statement.

**A statement from your educational institution's administrator.** The statement must include the:

- Educational institution's letterhead
- Full name of the administrator
- Daytime contact number of the administrator
- Signature of the administrator
- Applicants full name
- Applicants date of birth
- Applicants residential address
- Applicants student identification number.

**Note:** To support this statement, you will need to show your current student identity card.

Should none of the above pathways offer a solution, at the discretion of Access Canberra, you may be able to complete a declaration. The declaration requires that another person, who lives in the ACT and who is able to satisfy the address policy, joins with you in the making of a declaration. A declaration form has been developed for this purpose.



## Acceptable Evidence of Identity for Entities

### Body Corporate, Companies and Government Organisations

**Photocopies of current incorporation registration documents are acceptable.**

Type of Entity	Evidence Required	Name of Act	Issued by
<b>Company</b>	Certificate of Registration with ACN;  A current Extract of the Company with ACN; or  Certificate of Registration of a Foreign Company with ARBN	Corporation Law	ASIC
<b>Government Authorities:</b> Agencies and 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
<b>Church / Religious Organisation:</b>  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 applicable Associations Incorporation Act	ASIC  To be supplied by religious organisation  Department of Fair Trading or Department of Consumer and Business Affairs
<b>Sporting club or Non-profit Organisation</b>	Certificate of Incorporation of Association	The applicable Associations Incorporation Act	Department of Fair Trading or Department of Consumer and Business Affairs
<b>Co-operative Society</b>	Certificate of Incorporation	The applicable Co-operatives Act	Department of Fair Trading or Department of Consumer and Business Affairs
<b>Schools:</b> State and Private	Letterhead authorising vehicle registration	The applicable Education Act	School Council State Registration Board
<b>Legal Practitioner</b>	Certificate of Incorporation	The applicable Legal Profession Act	Department of Fair Trading or Department of Consumer and Business Affairs



## Evidence of Name Change Information

### Accepted Documents

Full evidence of identity must be supplied in your current or former name AND supported by one of the following documents where applicable:

- **Marriage Certificate** issued by Births, Deaths and Marriages Registry (Commemorative Certificates are not accepted)..
- **Change of Name Registration Certificate** issued by Registry of Births, Deaths and Marriages.
- **Deed Poll Certificate** confirming change of name and registration with the relevant Authority issued prior to 1 January 2003.
- **Decree Nisi or Absolute Divorce Order** confirming name reversion.
- **Overseas Marriage Certificate** written in English, or otherwise accompanied by a suitable translation from an Embassy, Consulate, or professional certified by the National Authority for Translators and Interpreters (NAATI) or the Australian Institute of Interpreters and Translators (AUSIT).

### Important Information

If attending an Access Canberra Service Centre to change your name, you must surrender all identity cards, authorisation and accreditation documents issued to you in your previous name.

This includes, but is not limited to:

- ACT Driver Licence Card.
- Proof of Identity / Proof of Age Card.
- Public Vehicle Driver Licence Authority Card.
- Working with Vulnerable People Registration Card.
- High Risk Work Licence Card.
- Authorisation Certificate.
- Accreditation Certificate.

You will be issued with replacement documents in your new name at no cost.