

Appendix 3 – Evidence of identity requirements

You are required to sight three **matching** original **evidence of identity** (EOI) documents. You must also retain a copy of the EOI documents (excepting a financial institution debit/credit card) on the candidate file. You are required to keep a record that a debit/visa card was one of the original documents sighted. The three documents can be made up of: **One category A + two category B OR Two category A + one category B**

At least one category A document must be photographic and show a full name and date of birth (DOB). The personal details on the notice of satisfactory assessment and the details entered in the Assessor Portal (except middle name) must match the personal details recorded on the EOI documents.

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

Change of Name

If a candidate has changed their name and the name on the EOI documents is different from the name they wish the HRW licence to appear in, you will need to sight and retain a copy of a change of name document. The notice of satisfactory assessment and the Assessor Portal must be completed in the name recorded on the change of name document.

Change of Name documents	Status
Australian Marriage Certificate (ceremonial marriage certificates are not accepted)	Issued by relevant Registrar of Births, Deaths and Marriages
Australian civil partnership/relationship certificate	
Australian Change of Name Certificate	Issued by relevant court
Divorce papers, Decree Nisi or Absolute (must show the name being reverted to)	
Deed Poll	Issued prior to 01/02/2004