

Appendix 1: Evidence of Identity Requirements

A candidate must produce, and an assessor must sight, three matching, original, evidence of identity (EOI) documents before undertaking an assessment or reassessment.

An assessor must keep a copy of the EOI documents (except financial institution debit/credit card) on the candidate file. Where a financial institution debit/credit card is sighted as EOI, an assessor must make a record of the name of the financial institution, whether the card is a debit or credit card, and the expiry date.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

At least one Category A document must be photographic and show a candidate's full name. At least one Category A or B document must show the candidate's signature and date of birth.

The candidate's details on the CAS and those entered in the Assessor Portal must match the details on the EOI documents.

Category A documents	Status
<ul style="list-style-type: none"> • Australian Birth / Bicentennial Birth Certificate (born in 1988) – full (not Extract or Commemorative Certificate) • 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. 	Current
<ul style="list-style-type: none"> • Australian passport • Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage • Foreign passport • Australian photo driver licence • Queensland Government issued photographic high risk work licence • Queensland Accreditation / Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine). 	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; Department of Human Services BasicsCard • Interstate government-issued or government-approved photo identity card. 	Current

Change of Name

If a candidate has changed their name and the name on the EOI documents is different to the name they want the HRW licence to appear in, an assessor will need to sight and retain a copy of a change of name document. The CAS and the Assessor Portal must be completed in the name recorded on the change of name document.

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