

Technical Bulletin: 02/23

Certifying copies of a Queensland Digital Licence

May 2024

Background

The Queensland Digital Licence app was released to all Queenslanders on 1 November 2023.

As the Digital Licence is legally equivalent to the physical licence under Queensland law, there may be times when a Justice of the Peace or Commissioner for Declarations would be asked to certify a copy of a Digital Licence.

What is a Digital Licence?

See [Technical Bulletin 01/23 – Queensland Digital Licence](#) for more information regarding the general features of the Queensland Digital Licence app and how to visually verify its authenticity.

How does someone print a copy of their Queensland Digital Licence?

In the Digital Licence app, a user can 'Share a printable copy' of their Digital Licence. This lets the user export their information into a PDF document which can then be printed.

How do I certify a printed copy of a Queensland Digital Licence?

If you have been asked to certify a copy of a Queensland Digital Licence, you can certify the printed copy as a true and complete copy of the original. Keep in mind, the way some information appears may differ from how it appears when printed.

The role of a JP or Cdec is to certify the information is a true and complete copy of the original Digital Licence – not its appearance.

1. The client must provide a printed copy of their Digital Licence.
2. Observe the client accessing the Queensland Digital Licence app.
3. Compare the information from the original Digital Licence to the printed copy, making sure there are no alterations. Pay particular attention to names, photos, date of birth, address, licence number, signature and licence expiry date.
4. Endorse the copy with the following certification and apply your seal of office and registration number.

.....
This is to certify that this is a true and complete copy of the original which I have sighted.

Date:

Signed:

Name:

.....



Visual example

Compare the information on the original Digital Licence against the printed copy the client has presented. Pay particular attention to names, photo, date of birth, address, licence number, signature and licence expiry date.

Once satisfied the printed copy is a true and complete copy of the original Digital Licence you have sighted, apply your certification on the printed document and insert your seal of office or prescribed mark of office and registration number.

Smartphone App Interface:

- Name: SAM SAMPLE
- Photo: [Portrait of SAM SAMPLE]
- DoB: 29 Aug 1984
- Licence No.: 013659210
- Information refreshed online: 07 Sep 2023 10:58am
- Status: Current
- Age: Over 18
- Class: (C) Car
- Type: (O) Open
- Expiry: 02 Aug 2024
- Conditions: -
- Address: 10 PRETEND ST, BRISBANE, QLD 4000
- Signature: Sam Sample
- Card number: 3BB93419DA
- Issuing country: AU
- Issuing authority: Queensland Government, Department of Transport and Main Roads

Printed Driver Licence Document:

- Header: Queensland Government
- Title: Driver Licence
- Text: This document was generated and digitally signed on 07 Sep 2023 at 10:58am. Please note: This is the date and time that the user onboarded, securely reset, or last had their information change within the app. If you have any concerns, please visually check the information in this document against their Digital Licence app screen.
- Name: SAM SAMPLE
- Photo: [Portrait of SAM SAMPLE]
- Date of birth: 29 Aug 1984
- Licence number: 013659210
- Card number: 3BB93419DA
- Address: 10 PRETEND ST, BRISBANE, QLD 4000 AU
- Signature: Sam Sample
- Status: Current
- Class: (C) Car
- Type: (O) Open
- Expiry: 02 Aug 2024
- Conditions: -
- Issuing Country: Australia
- Issuing Authority: Queensland Government, Department of Transport and Main Roads
- Text: This is to certify that this is a true and complete copy of the original ~~copy/download~~ which I have sighted.
- Form fields: Date (DD/MM/YYYY), Signed (Signature), Name (Full name)
- Seal of office and Registration number area.

Note: Ensure you strikethrough the non-relevant certification term if your certified copy stamp refers to copy and download to show you sighted the original Digital Licence.

Damien Mealey
 Director and Registrar
 Justices of the Peace Branch
 Department of Justice and Attorney-General