

# Photo Identification Card Kit

## For people living in remote areas

This kit is provided by the Department of Transport and Main Roads (TMR) to assist you in applying for a Photo Identification (Photo ID) Card because you live in a remote area of Queensland and cannot get to a licence issuing office.

Please read the Instructions carefully and use the Application Checklist to make sure that you include all the required documents.

## Instructions

### Step 1: Get Evidence of Identity (EOI)

You must provide photocopies of the following documents:

- Your Queensland (Qld) Smartcard (Driver Licence, Industry Authority, Marine Licence Indicator or Photo ID card). The card must be current or have been current at anytime within the last 2 years; or
- Three EOI documents\* which must include at least one category A document and one category B document. The third can be from either category. One of these documents must include your signature.
- Evidence of your Qld residential address if it is not shown on any of the EOI documents provided.

The photocopies of EOI must be endorsed (signed and stamped) by an approved witness with the words "I have sighted the original documents and certify this to be a true copy of the original". See *Step 4 for more info on approved witnesses*.

If you have changed your name or the details of your name are different on the documents provided, you must show a change of name document (e.g. Australian Change of Name Certificate; Australian Marriage Certificate; Australian Birth Certificate).

\*Please refer to the attached *Evidence of Identity Requirements* (form S5385) included with this kit for more information.

### Step 2: Complete forms – all forms must be signed in front of an approved witness.

#### Photo identification card application/replacement application (form F4772)

The approved witness must complete, sign and stamp (if applicable) the authorising person's declaration section of the application form. See *Step 4 for more info on approved witnesses*.

#### Specimen Signature (form F2127)

Make sure all sections are completed and that you sign both of the specimen signature boxes.

Your Photo ID card will be sent to the postal address you nominate on this form. This postal address will be applied to your TMR record and used for licence and vehicle registration correspondence until otherwise advised by you.

If you do not provide a postal address, your new card will be sent to your Qld residential address.



### Step 3: Provide Photographs

You must provide two colour photographs that are exactly the same and are:

- Passport quality (automatic machine photographs from a photo booth are **not** acceptable);
- 35mm wide x 45mm long in size and must not be more than six months old;
- Printed on high-quality paper using a resolution of 600dpi or higher;
- Not manipulated (by removing spots, softening lines or removing red eye);
- Signed by the approved witness with one photograph endorsed on the back with the words “I certify this is a true photograph of <applicant’s full name> in my presence”.

The photographs must show:

- A plain, light coloured background, for example white, cream or pale blue;
- Natural skin tones and have appropriate brightness and contrast, no flash reflections and no red eye. Note: **do not** remove red eye in post-production software;
- Your face and shoulders front on, looking directly at the camera with all aspects of your face visible (your head must not be tilted, turned or looking over one shoulder);
- You with a neutral expression with your mouth closed (no smiling or frowning);
- You with no hair across your eyes;
- You without glasses or sunglasses, even if you normally wear them. Note: glasses or eye patches may be accepted if you provide a medical certificate stating that you must wear eye protection to protect your eyes from the effects of flash photography;
- You without head coverings including hats, except for religious reasons, in which case your facial features from the bottom of your chin to the top of your forehead and both edges of your face must be clearly shown.

### Step 4: Get an approved witness to verify your identity

You must sign the form in front of, and have your EOI and photographs endorsed by one of the following people:

- Police Officer
- Consular or Ambassadorial Officer
- Justice of the Peace or a Commissioner for Declarations
- Medical practitioner
- Solicitor, Barrister or Judge
- Notary Public or a person authorised by law to witness and sign declarations

Note: The witness must sign and print their full name, position title/designation and contact details and include their office stamp (if they have one).

### Step 5: Pay the fee

The fee must either be included with your application (money order or cheque payable to Department of Transport and Main Roads), or someone else can pay the fee at a Transport and Main Roads customer service centre or a QGAP or Police station that provides driver licensing services. If you choose to have someone pay the fee directly into your account, it must be paid prior to sending your application to TMR and the receipt number provided with your application.

The current fees can be found on the department’s website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)



## Application Checklist

Use this checklist to ensure that you have included all the right documents.

***Incomplete applications will not be processed.***

### Forms

- Photo Identification Card Application/Replacement (form F4772) completed and witnessed
- Specimen Signature (form F2127) completed

### Evidence of Identity (EOI)

- Copy of your EOI, change of name (if applicable) and Qld residency documents photocopied and witnessed

### Photographs

- Two witnessed and signed passport size colour photographs. One of the photos must be endorsed by an approved witness.

### Fee

- Cheque/money order attached; or
- Receipt number provided for payment made at a Qld driver licence issuing centre

### Forward completed application and supporting documentation to:

The Manager  
Department of Transport and Main Roads  
Dalby Customer Service Centre  
PO Box 767  
Dalby Qld 4405

For more information about the processing of your Photo ID Card, please contact the Dalby Customer Service Centre:

**Phone:** (07) 4672 4600\*

**Email:** [dalbycsc@tmr.qld.gov.au](mailto:dalbycsc@tmr.qld.gov.au)

For more information about applying for a Photo ID Card, or if you are unable to provide the required EOI, please visit our website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) or call 13 23 23\*.

\*Check with your service provider for call costs.





# Photo Identification Card Application/Replacement

Photo Identification Card Act 2008; Transport Planning and Coordination Act 1994

Please use this form to apply for:

- the issue or replacement of a Photo Identification (Photo ID) card
- a replacement Adult Proof of Age (APA) card (now known as Photo ID card).

To apply for a Photo ID card you must be at least 15 years of age and reside in Queensland (Qld).

### Important information about the delivery of your Photo ID card

If your application is approved, your Photo ID card will be mailed to your postal address within 21 days.

#### Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by showing your Qld driver licence, industry authority, marine licence indicator (conditions apply), APA or Photo ID card. All cards must be current or expired by less than two years.

If you are unable to show one of the above you will need to present three other acceptable EOI documents and evidence of your Qld residential address. For a full list of acceptable EOI, evidence of residential address and change of name documents, please refer to the *Evidence of Identity Requirements for Individuals* (form F4362) or visit [www.qld.gov.au](http://www.qld.gov.au).

### 1. Personal details

Family name (please print)

Given name/s

Gender:

Male (M)  Female (F)

Residential address

  
  

Do you want your residential address displayed on the reverse of your Photo ID card?

No

Yes

Postal address (if same as residential, write 'as above')

  
  

Email address

Would you like to get e-notices and e-reminders?

No

Yes

Daytime contact phone number

Date of birth

 /  / 

Town, state and country of birth

### 2. Do you currently hold or have you ever been issued a Qld driver licence, industry authority, marine licence, APA card, Photo ID card or vehicle/vessel registration, in any other name? (for example name at birth, maiden name, previous married names, adoptive name, or other aliases)

No

Yes  Provide details below

Previous family name/s

Previous given name/s

**Note:** an EOI document linking your previous name and your current name may be required.

### 3. Are you surrendering your Qld driver licence?

Yes  Reason for surrender:

Medical  Voluntary (no longer wish to drive)

No

### 4. Can you show your Qld driver licence, industry authority, marine licence indicator, APA card or Photo ID card?

Yes  Licence/authority/reference number

No  You must show three EOI documents, one of which must show your signature, and one evidence of residential address document. Please provide details of your documents.

#### Category A (please print)

Document type (for example Australian passport)	Document number (for example X0100011)
<input type="text"/>	<input type="text"/>

#### Category B (please print)

Document type (for example Medicare card)	Expiry date (if applicable)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

#### Category A or B (please print)

Document type	Document number or expiry date (do not give credit/debit card number)
<input type="text"/>	<input type="text"/>

#### Evidence of Qld residential address (please print)

Document type (for example telephone account)	Issue date (for example 01/04/2019)
<input type="text"/>	<input type="text"/>

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**5. Is your name different to the name/s on your EOI documents?**

No

Yes  You must show an EOI change of name document. Please provide details of your documents.

**Change of name (please print)**

Document type (for example Qld BDM issued Marriage Certificate)	Document number (for example 01000)	Registration year (for example 2001)

**6. Have you been previously issued an APA or Photo ID card?**

No  Go to 7

Yes

**7. Please indicate the reason you require a replacement card**

your card is:

Damaged  Destroyed   
 Lost  Stolen

you have not received your card in the mail.

Please confirm your postal address details.

Postcode
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your card is faulty.

Please give details about the fault.

**Note:** You must return your faulty card.

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your photo image is no longer a true likeness.

**Note:** You must return your card.

other reason

Please provide details.

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**8. Applicant's declaration**

I declare that I have read the answers I have given to the questions in this application and that the answers are complete, true and correct in every detail.

I understand that if I have stated anything that is false or misleading, the Photo ID card granted to me as a result of this application will be cancelled.

I understand that I may be prosecuted for giving or stating any false or misleading information or documents.

I consent to the Department of Transport and Main Roads (TMR) taking, keeping and using my personal information, documents, digital photo and digitised signature for the purposes associated with my application.

I consent to TMR verifying my EOI documents or information provided by me with the issuing authority or their agencies.

Applicant's signature

Date

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/ /
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It is an offence under the Photo Identification Card Act to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty may be more than \$4700.

**Privacy Statement:** TMR collects this information under the Photo Identification Card Act and the Transport Planning and Coordination Act so you may apply for a Photo ID card. TMR may disclose this information to the Queensland Police Service (QPS) and interstate agencies that issue proof of age or photo ID cards. Your digital photo may also be released to the QPS. TMR's card contractor will have controlled access to your information, digitised signature and digital photo to make your card. Information, including your digital photo or digitised signature, may be disclosed to an authorised agency if the information is connected to an application for its product. Your information will not be disclosed to any other third party without your consent, unless authorised or required by law.

**Authorising person's checklist (tick where applicable)**

EOI sighted - address and details current on system

Applicant's details confirmed in TICA/TRAILS

1:1 match performed

Application approved

Application not approved

Comment

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**Authorising person's declaration**

I am satisfied the applicant's signature matches the applicant's EOI documents which I have sighted.

Authorising person's name

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Authorising person's signature

Date

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/ /
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**Office Stamp**

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# Specimen Signature

Photo Identification Card Act 2008; Tow Truck Act 1973; Transport Operations (Marine Safety) Act 1994; Transport Operations (Passenger Transport) Act 1994; Transport Operations (Road Use Management) Act 1995

Instructions for printing this form: To ensure that the correct size is obtained for digital imaging of your signature, plain white A4 paper must be used. Please ensure both signature boxes are completed.

## 1. Specimen signature

**Specimen Signature**

Please sign using a black pen so that your signature is within the white space provided

**Specimen Signature**

Please sign using a black pen so that your signature is within the white space provided

..... fold here .....

## 2. Postal address label (only for driver licence holders who are temporarily interstate or overseas)

For the renewal or replacement of your Queensland driver licence, clearly print your name and the address where you want your new driver licence posted to:

Name: .....

Building Name: ..... Floor: .....

Unit/Flat No: ..... Street No: .....

Street Name: .....

Suburb/Town: ..... Postcode: .....

Country: .....

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## 3. Contact details

To assist with the processing of your application, please supply contact details for any queries about your application.

Contact Name: .....

Contact Telephone Number: .....

Email Address: .....

**Privacy Statement:** The Department of Transport and Main Roads provides this form under the *Transport Operations (Road Use Management) Act*, *Tow Truck Act*, *Transport Operations (Passenger Transport) Act*, *Transport Operations (Marine Safety) Act* and the *Photo Identification Card Act* so that you may provide a specimen of your signature for inclusion on your new Queensland driver licence, industry authority, marine licence indicator or photo identification card. The information or signature collected on this form will be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service and interstate driver licensing authorities as allowed under the Acts. The department will not disclose your personal information or signature to any other third parties without your consent unless authorised or required by law.

# Evidence of Identity Requirements for Individuals Information Sheet

The Department of Transport and Main Roads is committed to safeguarding your identity through secure information management and personal identification methods. As part of your application process, you may be required to present documents that are evidence of your identity.

If you are unable to present your Queensland driver licence (current or expired less than two years), you may be able to provide your current Queensland industry authority, marine licence indicator, adult proof of age card or photo identification card instead. If you are unable to present these documents, you will need to present **three original documents** that are evidence of your identity:

**Combination 1:** One category A + two category B

**Combination 2:** Two category A + one category B

## Document guidelines

- The category A document must show your full name and date of birth.
- Certified photocopies will not be accepted.
- All documents must be current unless otherwise stated.

**Providing false or misleading information or documents is a serious offence and can result in a fine.**

## Category A documents – proves the legal existence of a person

- Australian Birth Certificate
- Bicentennial Birth Certificate
- Australian Citizenship Certificate or Naturalisation Certificate
- Queensland or Australian Federal Police Officer photo identity card
- Laminated Queensland 18+ Card (issued after 1 January 1982)
- Department of Home Affairs or Department of Immigration and Border Protection ImmiCard (not expired more than five years).

**Note:** Electronic Travel Authority is not accepted.

**The below documents must not be expired by more than two years:**

- Australian passport
- Overseas passport
- Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage
- Australian photo driver licence
- Queensland Government photographic high risk work licence
- Queensland Accreditation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver.

### Category B documents - establishes the use of your name in the community.

- Australian Defence Force photo identification card (excluding civilians)
- Australian Firearm Licence (with photo)
- Australian Security Guard or Crowd Controller Licence (with photo)
- Australian educational institution student identity document (must include photo)
- Debit or credit card (must include embossed or printed name)
- Services Australia BasicsCard
- Interstate government-issued or government approved Proof of Age Card, Photo Card or Photo Identification Card
- Department of Veterans' Affairs or Centrelink Pensioner Concession Card (including Healthcare card)\*
- Medicare card\*
- Department of Corrective Services - *Form 16 Leave of Absence Order*\*\*

\***Note:** Digital versions of the Medicare Card and Department of Veterans' Affairs or Centrelink Pensioner Concession card (including Health Care cards) can be presented for in-person transactions only. Screen shots or printed copies are not accepted.

\*\* Leave of Absence Order can only be accepted on the day of issue and when accompanied by a Corrective Services Officer.

If you have changed your name or the names on your identity documents are different, you will need to present a change of name document.

### Change of name documents

- Australian Marriage Certificate (ceremonial marriage certificates are not accepted)
- Australian civil partnership/relationship certificate
- Australian Change of Name Certificate
- Overseas Marriage Certificate (additional evidence requirements apply)
- Australian Birth Certificate (amended and/or with notations)
- Divorce papers, Decree Nisi or Absolute (must show the name being reverted to)
- Deed Poll issued before 1 February 2004.



If your residential address does not appear on your category A and/or B document, you will need to present a Queensland residential address document.

### Queensland residential documents

- Contract of property purchase, lease/rental document, mortgage/land ownership certificate
- Electricity, gas, internet or landline telephone account (excludes mobile phone accounts)
- Queensland local government rates notice; Queensland Land Tax valuation notice; Australian electoral document; official letter from Centrelink/Department of Human Services/Queensland Government Agency/Federal Government Agency
- Queensland vehicle registration notice or certificate; Queensland driver licence renewal notice
- A current or previous financial year Australian Taxation Office Notice of Assessment. An Australian Taxation Office File Number confirmation issued in the last two years
- Health, property or travel insurance certificate.

If you are under 18 and cannot show any of these documents, you can:

- visit a transport and motoring customer service centre in your school uniform
- present your student identification card
- have a parent or guardian attend with you and show their driver licence with the same address.

**Further information:** If you are unable to show a particular type of identity document, please visit [www.qld.gov.au/transport/licensing/driver-licensing/identity](http://www.qld.gov.au/transport/licensing/driver-licensing/identity) or call 13 23 80 or visit a customer service centre for further advice. For more information about obtaining a Queensland Birth, Marriage or Change of Name Certificate, please contact the Registry of Births, Deaths and Marriages by visiting [www.justice.qld.gov.au/bdm](http://www.justice.qld.gov.au/bdm), calling 13 74 68 or emailing [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au).