

Application for a Personal Information Card

Service Tasmania Office use only

Fee collected Photograph captured
 Identification sighted Faxed to STU with
 Declaration witnessed Cat A identification

To apply for a Personal Information Card you must complete this form and provide the relevant evidence of identity documents to a Service Tasmania Customer Service Officer.

The Personal Information Card is valid for 5 years. You can expect to receive your card within 10 working days from the date this form is lodged at a Service Tasmania shop.

If you are under 18 years of age your parent or guardian must accompany you to the Service Tasmania shop where this form is lodged. Your parent or guardian will need to:

- provide their current driver licence (or other Category A document listed below) as evidence of their identity, and
- make a declaration as to your identity in front of the Service Tasmania Customer Service Officer.

Evidence of identity – Applicant

You need to show evidence of your identity and evidence of your current residential address.

For evidence of identity you need to show:

- one document from Category A and two from Category B, **OR**
- two from Category A and one from Category B.

If none of the documents used as evidence of identity has your current residential address you must also show a document less than 6 months old from Category C which verifies your current residential address.

All documents must be original (not photocopies). They must be in English or be accompanied by a translation from an accredited translator.

| Evidence of identity documents | Service Tasmania CSO ✓ Docs sighted |
|---|--|
| ▶ Category A documents <ul style="list-style-type: none"> • Tasmanian Personal Information Card (can be expired up to two years) <input type="checkbox"/> • Australian Birth Certificate (not an extract or commemorative) <input type="checkbox"/> • Australian citizenship papers <input type="checkbox"/> • Australian Passport (can be expired up to two years) <input type="checkbox"/> • Overseas Passport (can be expired up to two years if accompanied by a current Australian visa) <input type="checkbox"/> • Travel document (including a visa) or Certificate of Evidence of Resident Status issued by the Department of Immigration and Citizenship <input type="checkbox"/> • Australian Driver Licence (can be expired up to two years) <input type="checkbox"/> • Australian Firearm Licence <input type="checkbox"/> | |
| ▶ Category B documents <ul style="list-style-type: none"> • Medicare Card <input type="checkbox"/> • Plastic Bank or Credit Card with signature <input type="checkbox"/> • Student Identity Card with photo issued by an Australian educational institution <input type="checkbox"/> • Department of Veterans' Affairs or Centrelink Pensioner Concession Card <input type="checkbox"/> • Marriage Certificate / Change of Name / Deed Poll (to prove change of name) issued by Births, Deaths and Marriages <input type="checkbox"/> | |
| ▶ Category C documents (showing residential address) <ul style="list-style-type: none"> • Financial Institution Statement <input type="checkbox"/> • Council Rate Notice <input type="checkbox"/> • Land Tax Valuation Notice <input type="checkbox"/> • Utility Account (e.g. electricity, water, sewerage, phone, gas) with evidence of payment <input type="checkbox"/> • Lease/Rent Agreement <input type="checkbox"/> • Australian Tax Office Assessment (current or last financial year) <input type="checkbox"/> • Certificate of Title <input type="checkbox"/> | |

▶▶ What you need to do

- Complete 'Your details' below.
- Bring this form and your evidence of identity documents to any Service Tasmania shop. (Note: If you are under 18 your parent or guardian must come with you.)
- Show your original evidence of identity documents to the Service Tasmania Customer Service Officer.
- Complete the Statutory Declaration on page 2 of this form in front of the Customer Service Officer.

For further information

 phone Service Tasmania on **1300 13 55 13** or
 visit **www.service.tas.gov.au**

Your details

- 1 Your full name (as shown on your birth certificate, marriage certificate or a registered change of name document from the Registrar of Births, Deaths and Marriages)

Family name

Given names

- 2 Date of birth

 / /

- 3 Contact telephone number(s)

Daytime

Other

- 4 Email address

- 5 Residential address

Postcode

Postal address (If same as your residential address, write AS ABOVE)

Postcode

▶▶ What to do now

- Take this form and your evidence of identity documents to a Service Tasmania shop and present them to a Customer Service Officer.

then

- Complete the Statutory Declaration on page 2 of this form in front of the Customer Service Officer.

Personal Information Card — Statutory Declaration

▶ This Statutory Declaration is **compulsory for ALL applicants** and **MUST** be signed in front of a Service Tasmania Customer Service Officer (CSO).

This is a legal document. Any person who wilfully makes a false statement in the declaration is guilty of a crime under Section 113(1) of the Tasmanian Criminal Code, which can result in a prison sentence. If an applicant is suspected of attempting to obtain a Personal Information Card by providing false information, the matter will be referred to Tasmania Police for investigation. To aid this process, the Tasmanian Motor Registry System may be accessed to check for existing records in an applicant's name.

Applicant MUST complete (or parent/guardian if applicant is under 18) **and sign in front of a CSO**

I (full name)

of (address)

Postcode

(occupation)

do solemnly and sincerely declare that the information in this application and supporting evidence of identity documents provided is true and correct to the best of my knowledge and relates to the applicant. I make this solemn declaration under the *Oaths Act 2001*.

(signature of declarant)



Service Tasmania CSO MUST complete

Declared at (place)

on (date) / /

before me

(signature of commissioner)

Commissioner for Declarations
Authorised Service Tasmania Officer

(full name)

If the applicant is under 18 — record parent/guardian's driver licence number or details of other evidence of identity documentation sighted.

Your privacy — Personal information collected from you will be used for the purpose of administering the Tasmanian Government Personal Information Card, including card production. Failure to provide information requested may result in your application not being able to be processed or the service not being able to be provided.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of Service Tasmania for this purpose, law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* (Tasmania) and the *Privacy Act 1988* (Commonwealth) and may be accessed by the individual to whom it relates on request to Service Tasmania. You may be charged a fee for this service.



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Applicant to sign

Only sign this block when asked to do so. You must sign within the box.