

**Office use only**

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|---|--|--|
| <input type="checkbox"/> Identification sighted         | <input type="checkbox"/> Declaration witnessed | <input type="checkbox"/> Photo captured                        |
| <input type="checkbox"/> Parent/guardian ID if under 18 | <input type="checkbox"/> Fee collected         | <input type="checkbox"/> Form & supporting docs scanned to STU |



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# Personal Information Card Application/Replacement

The Personal Information Card is a photo identity card used to confirm your identity and age.

## What you need to do

1. Complete this form.
2. Take the form and your Evidence of Identity to any Service Tasmania service centre.
3. Show your **original** identity documents and sign the Statutory Declaration confirming your identity in front of a Service Tasmania Customer Service Officer.
4. Pay the application fee and have your photo taken.

## If you are under 18 years old

Your parent or guardian must come to the Service Tasmania service centre with you and will need to provide their current driver licence (or another Category A document as per the list) and sign the Statutory Declaration.

## Your card will:

- be delivered by mail within fifteen (15) working days.
- be valid for five (5) years.

## Evidence of Identity

You will need to bring your original documents with you.

**Photocopies or certified copies will not be accepted.**

### You must provide:

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

**OR**

- **two** documents from Category A and one from Category B.

If none of your documents show evidence of your current residential address, you will need to provide a document that proves your current residential address. This document must be less than six months old.

## Evidence of Identity documents

### ▶ Category A documents

- Tasmanian Personal Identification Card (can be expired up to two years)
- Australian birth certificate (not commemorative/extract)
- Australian citizenship certificate
- Australian passport (can be expired up to two years)
- Australian driver licence (can be expired up to two years)
- Australian firearm licence
- Department of Home Affairs issued travel documents, Visa Entitlement Verification Online (VEVO), or Australian Government issued ImmiCard
- Overseas passport (can be expired up to two years if accompanied by a current Australian visa). Must be in English or accompanied by an accredited translator translation
- Interstate ID/photo card (can be expired up to two years)

### ▶ Category B documents

- Medicare card
- Bank or credit card with your signature
- Student identity card photo issued by an Australian educational institution
- Concession cards issued by Centrelink or Department of Veterans' Affairs
- Marriage certificate, change of name or deed poll (to prove change of name) issued by Births, Deaths and Marriages

### ▶ Evidence of current residential address

- Bank or financial institution statement
- Council rates bill
- Land tax valuation notice
- Electricity, water, phone or gas bill (with evidence of payment)
- Lease or rent agreement
- Australian Taxation Office assessment notice

- New application     Reissue/renew     Change address

Card number (if known)

## ▶▶ Your personal details

- 1** Your full name (as shown on your Category A documents 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)

Mobile

Other

- 4** Email address

- 5** Residential address


  
 Postcode

Postal address

As above

  
 Postcode

**For further information contact Service Tasmania**

 1300 13 55 13

 ask@service.tas.gov.au

# 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 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.

## Applicant to sign

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