

Office use only

- ☐ Identification sighted
☐ Parent/guardian ID if under 16

- ☐ Address confirmed
☐ Declaration witnessed
☐ Fee collected

- ☐ Photo captured
☐ Form & supporting docs scanned to PIC



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Personal Information Card application/replacement

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

What you need to do

1. Complete this form and take it to any Service Tasmania service centre along with your proof of identity documents.
2. Show your **original and current** identity documents and sign the Statutory Declaration to confirm your identity in front of the staff member serving you.
3. Pay the application fee and have your photo taken.

Your card will be delivered by mail within 15 working days and be valid for 5 years.

You must be 14 years or older to apply for a card.

If you are under 16 years old

If you are 14 or 15 years old you need to come with your parent/guardian to lodge your application. Your parent/guardian must provide a primary identity document, proof of guardianship, and sign the statutory declaration.

Proving your identity

Only original documents are accepted (**photocopies or certified copies are not accepted**). You must provide:

- **one** Primary and **two** Secondary documents **OR**
- **two** Primary and **one** Secondary document

One or more of the documents must show your full name, date of birth and current residential address.

Your name must be the same on all documents provided. If your name has changed, or your documents do not include your current residential address, you must provide additional proof.

Proof of identity documents

► Primary documents

- ☐ Tasmanian Personal Information Card*
- ☐ Australian birth certificate (*not commemorative/decorative/extract*)
- ☐ Australian citizenship or naturalisation document
- ☐ Australian passport*
- ☐ Australian driver licence*
- ☐ ImmiCard issued by the Australian Government*
- ☐ Australian travel documents issued by the Department of Foreign Affairs and Trade (*Certificate or Document of Identity, Titre de Voyage*)
- ☐ Overseas passport (*Must be current and in English, or translated by a NAATI accredited translator*)

*Can be expired up to two years.

► Secondary documents

- ☐ Medicare card (*green or blue*)
- ☐ Australian bank issued credit/debit card showing your name
- ☐ Student photo identity card issued by an Australian educational institution
- ☐ Proof of age/photo ID card from an Australian state or territory
- ☐ Concession cards issued by Services Australia or Department of Veterans' Affairs
- ☐ Tasmanian Working with Vulnerable People card
- ☐ Australian Firearms licence
- ☐ Australian Defence Force photo identity card (*excl. civilians*)
- ☐ Tasmanian Government employee identity card
- ☐ Australian visa grant notice or VEVO when using overseas passport as primary identity

► Proof of change of name

- ☐ Adoption paper issued by court
- ☐ Divorce paper issued by court, indicating name being reverted
- ☐ Change of name or deed poll certificate issued by Births, Deaths and Marriages
- ☐ Marriage certificate issued by Births, Deaths and Marriages (*not a church or celebrant issued document*)

► Proof of residential address

(*must be less than 6 months old*)

- ☐ Bank or financial institution statement
- ☐ Phone, electricity, water or gas bill
- ☐ Land tax valuation notice
- ☐ Council rates notice
- ☐ 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 Primary documents or a registered change of name document from the Registrar of Births, Deaths and Marriages*).

Family / last name

Given / first name(s)

- 2** Date of birth

- 3** Contact telephone number(s)

Mobile

Other

- 4** Email address

- 5** Residential address

Postcode

Postal address

☐ As above

Postcode

If you need help 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 Consultant (CSC).**

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.

☐ **I confirm that I am authorised to provide the personal details presented in this form and I consent to my information being checked with the document issuer or official record holder via third-party systems for the purpose of confirming my identity. More information is available at: www.service.tas.gov.au/dvs**

Applicant MUST complete (or parent/guardian if applicant is under 16) and sign in front of a CSC

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
applicant /
guardian)



Service Tasmania CSC 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 16 - record parent/guardian's driver licence number or details of other proof 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.