

Appendix 1: Evidence of Identity Requirements

A person must produce, and an RTO must sight, **one** of the following **original** evidence of identity (EOI) documents issued by the Queensland Department of Transport and Main Roads, before undertaking GCIT. The EOI must be current or expired less than two years. Original may include an electronic document if the document can be accessed and viewed in real time through the Queensland Government Digital Licence application. A photograph of an original document is not an original document. Certified photocopies are not acceptable.

Driver licence	
Industry authority	
Marine licence indicator	
Adult proof of age card	
Photo identification card	

Where a person cannot produce one of the above original EOI documents, they must produce, and an RTO must sight, **three matching, original**, EOI documents before undertaking GCIT. Original may include an electronic document if the document can be accessed and viewed in real time through a secure portal (e.g. the person logs in to the myGov portal and produces their Medicare card). A photograph of an original document is not an original document. Certified photocopies are not acceptable.

The RTO must either keep a copy of the EOI documents (except financial institution debit/credit card), or record all relevant details of the EOI, on the student file. Where a financial institution debit/credit card is sighted as EOI, an RTO must make a record of the name of the financial institution, whether the card is a debit or credit card, and the expiry date.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

At least one Category A document must show the person's full name and date of birth.

The person's details on the GCIT card must match the details on the EOI documents.

Special arrangements for EOI apply for some groups (see further below).

Category A documents	Status
<ul style="list-style-type: none"> • Australian Birth Certificate • Bicentennial Birth Certificate • Australian Citizenship Certificate or Naturalisation Certificate • Queensland or Australian Federal Police Officer photo identity card • Queensland Photo Identification Card or 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) 	Current
<ul style="list-style-type: none"> • 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. 	Current expired than years or less two years
<ul style="list-style-type: none"> • Australian Government Temporary or Resident Visa or Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. 	Valid up to five years after issue

Category B documents	Status
<ul style="list-style-type: none"> • 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 (including a registered training organisation) 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 – <i>Form 22 Supporting Document to Identify a Person</i> (up to six months after issue) • Norfolk Island Photo ID Card 	Current

Change of Name

If a person has changed their name and the name on the EOI documents is different to the name they want on the GCIT card, the RTO will need to sight and retain a copy of a change of name document.

Change of name documents
<ul style="list-style-type: none"> • Australian Marriage Certificate (ceremonial marriage certificates are not accepted) • Australian civil partnership/relationship certificate • Australian Change of Name Certificate • Overseas Marriage Certificate • Australian Birth Certificate (amended with/without notations). <ul style="list-style-type: none"> • Divorce papers, Decree Nisi or Absolute (must show the name being reverted to). <ul style="list-style-type: none"> • Deed Poll issued before 1 February 2004.

Special arrangements

Special arrangements for EOI apply to the following groups:

- Aboriginal and Torres Strait Island Peoples
- Secondary school students
- Temporary overseas workers
- New Zealand citizens.

Aboriginal and Torres Strait Island Peoples

The identity of the person may be verified by producing at least one Category A or Category B document and a written statement from an authorised referee. Authorised referees for Aboriginal and Torres Strait Island Peoples include:

- Chairperson, secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils, housing organisations etc.)
- Community development employment project coordinator
- School principal/counsellor
- Minister of religion
- Treating health professional or manager in Aboriginal medical services
- Centrelink staff, Centrelink agent or government employee of at least five years.

The authorised referee is to verify the person's identification by providing a written statement on organisational or company letterhead. The written statement must include:

- the person's full name, current address and date of birth
- evidence that the authorised referee has witnessed the person's signature
- the period of time the authorised referee has known the person and how they have known the person (e.g. professionally or personally)
- the authorised referee's signature and date.

Secondary school students

The identity of the student may be verified by sighting one of the following original documents:

- Australian birth certificate issued by the Registry of Births, Deaths and Marriages
- Australian citizenship certificate
- International travel documents including a current passport or a passport that has expired but has not been cancelled within the preceding two years
- Australian learners permit or drivers licence (current).

and a written statement signed by one of the following school officials:

- principal or deputy principal
- head teacher or deputy head teacher
- secretary or deputy secretary
- chief administrator or deputy chief administrator.

The statement must be written on the school letterhead and include the student's full name and date of birth, and confirming the student attends the institution.

OR

The identity of the student may be verified by producing at least one Category A or Category B document and sighting a student ID card issued by the school containing the school crest/seal or stamp. The student ID card must have the student's photo, name and date of birth.

Temporary overseas workers

The identity of the person may be verified by producing:

- a current passport, and
- a current work visa.

and one of the following:

- overseas drivers' licence
- overseas financial institution card
- overseas birth certificate.

New Zealand citizens

The identity of the person may be verified by producing:

- a current passport.

and two of the following:

- overseas drivers' licence
- overseas financial institution card
- overseas birth certificate.

Exceptions

In addition to these special arrangements, exceptions to the EOI requirements may apply in certain circumstances (e.g. incarcerated persons). Exception requests are dealt with on a case-by-case basis, and enquiries should be directed to GCIT@oir.qld.gov.au.

Replacement of GCIT card

A person must produce, and an RTO must sight, one original or copy of a Category A or B document. The EOI document must match the person's details on the statement of attainment or VET transcript, unless they are also producing name change documentation.

The RTO must either keep a copy of the EOI document (except financial institution debit/credit card), or record all relevant details of the EOI, on the student file.