



Name
Address Line 1
SUBURB STATE 0000

Dear Title Surname

Notification of Proof of Identity – Vehicle Plate Number PLATE

The Department of Transport acknowledges receipt of your proof of identification documentation in support of your application to transfer the licence for the abovementioned vehicle.

The identification you provided does not meet the minimum requirements, please provide certified copies of both Primary and Secondary identification. The transfer of licence cannot be finalised until your proof of identity is provided. Please see the enclosed list of acceptable primary and secondary identification for your assistance.

Please arrange for the relevant documentation to be certified by an authorised witness and return it in the reply-paid envelope provided. A list of authorised witnesses is attached to assist you in this process. The person certifying the document cannot be related to you by birth or marriage.

Alternatively, you may attend a Driver and Vehicle Services Centre with the original documents to transfer the vehicle licence into your name.

Should you have any enquiries regarding this matter, please contact Vehicle Services (Transfers) on 1300 765 106.

Yours sincerely

Michelle Porter
A/Assistant Director Customer Support Services

4 August 2020

Description of Authorised Witness

An 'Authorised Witness' must NOT be related to you by birth or marriage and must qualify or be currently employed in one of the following professional or occupational groups:

- Academic (Post-Secondary Institution)
- Accountant
- Architect
- Australian Consular Officer
- Australian Diplomatic Officer
- Bailiff
- Bank Manager
- Chartered Secretary
- Chemist
- Chiropractor
- Company Auditor or Liquidator
- Court Officer (Judge, Magistrate, Registrar or Clerk)
- Defence Force Officer (Commissioned, Warrant or NCO with 5 years continuous service)
- Dentist
- Doctor
- Electorate Officer of a member of State Parliament
- Engineer
- Industrial Organisation Secretary
- Insurance Broker
- Justice of the Peace
- Landgate Officer
- Lawyer
- Local Government CEO or Deputy CEO
- Local Government Councillor
- Loss Adjuster
- Marriage Celebrant
- Member of Parliament (State or Commonwealth)
- Minister of Religion
- Nurse
- Optometrist
- Patent Attorney
- Physiotherapist
- Podiatrist
- Police Officer
- Post Officer Manager
- Psychologist
- Public Notary
- Public Servant (State or Commonwealth)
- Real Estate Agent
- Settlement Agent
- Sheriff or Deputy Sheriff
- Surveyor
- Teacher
- Tribunal Officer
- Veterinary Surgeon
- or any person before whom, under the *Statutory Declarations Act 1959* of the commonwealth, a statutory declaration may be made.



Primary & Secondary Proof of Identity

These requirements do NOT relate to an application for the initial grant of a Western Australian driver's licence, learner's permit or Photo Card.

Proof of identity for licensing transactions

To safeguard your identity, you may be required to supply a combination of documents when completing transactions with the Department of Transport (DoT). This is so we can verify your details with those we have in our database. The documents required will depend on the transaction you are completing. You can visit www.transport.wa.gov.au/poi to see which documents you need to provide.

Document guidelines

- All documents must be originals - certified photocopies will not be accepted.
- One of the documents presented must contain your signature (may not be required for Photo Cards).
- The name on your documents must be the same or you must provide evidence of change of name that clearly shows the link between your birth name and current name.

Protection of privacy

Your personal driver's licence information, photograph, and vehicle licence information may be used, or disclosed to a third party, where authorised under 'road law' (as defined in the *Road Traffic (Administration) Act 2008*), Commonwealth law or in compliance with a Court Order issued within Australia. Your personal details may also be disclosed to other driver licensing authorities to assess your application or verify any information you have provided.

Primary Identification

- Australian passport which has not expired for more than two years.
- Original copy of a birth certificate (not an extract) – if an overseas birth certificate is not in English, it must be accompanied by an official English translation.
- Current Document of Identity issued by the Department of Foreign Affairs and Trade.
- Consular photo identity card issued by the Department of Foreign Affairs and Trade.
- Australian citizenship or naturalisation document or immigration papers issued by the Department of Home Affairs (DOHA).
- Australian Migration Status (AMS) Immicard issued by DOHA.
- Evidence of Immigration Status (EIS) card issued by DOHA.
- Permanent Resident Evidence (PRE) card issued by DOHA prior to 1 July 2017.
- Residence Determination ImmiCard (RDI) issued by DOHA prior to 1 July 2017.
- Western Australian photographic licence which has not expired by more than five years.
- Current overseas passport.
- Photographic licence issued by another Australian driver licensing authority which has not expired by more than two years.
- Western Australian Photo Card.
- Western Australian Proof of Age card (not an 18+ card).
- Australian Plasticised Learner's Permit (including photo and signature) which has not expired by more than two years.
- Western Australian Plasticised Extraordinary licence card.
- Western Australian Photographic Firearms identification card.
- Photo Card (NSW).
- Photo Identification Card (QLD).
- Personal information card (TAS).
- Proof of Age card (VIC and SA).
- Proof of Identity card (ACT)
- Evidence of age card (NT).
- Industry Authority Card (QLD).

Secondary Identification

- State or Commonwealth Government employee photo identity card.
- Current entitlement card issued by a Commonwealth Government Department (e.g. a Medicare card, Centrelink Basics Card).
- Current credit card or ATM card from a financial institution.
- Passbook or account statement from a financial institution not more than 12 months old.
- Telephone, gas or electricity account not more than six months old.
- Water or local rates notice or land valuation notice not more than two years old.
- Evidence of electoral enrolment not more than two years old.
- Armed Services discharge papers not more than 12 months old.
- Certificate or statement of accomplishment or enrolment from a recognised educational institution.
- A letter from the principal of a recognised educational institution not more than 12 months old.
- Centrelink Pensioner Concession Card.
- Centrelink Health Care Card.
- Centrelink Commonwealth Seniors Health Card.
- Department of Veteran Affairs pensioner concession card.
- Department of Veteran Affairs repatriation health care card.
- Current photographic Australian Police identification card.
- Current Photographic Australian Defence Force identification card.
- Current Australian issued security guard/crowd control licence.
- Current residential tenancy agreement.
- Current vehicle licence (WA only).
- Recreational Skippers Ticket (WA Only).
- Marine Licence Indicator Card.
- Current working with Children Card (WA Only).
- Photographic student identity card (WA only).
- Current High Risk Work Card issued by Worksafe.
- Dangerous Goods Security Card.
- Marine Security Identity Card.
- Aviation Security Identification Card.
- WA Seniors Card.
- Keypass cards (Australian issued).
- Name Change Certificate / Divorce Papers / Marriage Certificate issued by BDM.
- Original ATO Tax File Number Letter.
- Original ATO Tax Notice of Assessment Letter.