

# Evidence of Identity

At the time of enrolment in training and at the time of issue of certification of satisfactory course completion the applicant must provide Marine Training Services with Evidence of Identity in accordance with Transport Safety Victoria requirements.

When applying for the Training and Assessment at a Transport Safety Victoria approved licence issuing provider, certification of satisfactory completion of the approved training, as issued by Marine Training Services must be presented together with Evidence of Identity (EOI).

The Evidence of Identity (EOI) required is defined as an  
**Australian Photo Driver Licence**  
**(Also accepted – Photo Learner Permit)**  
**OR**  
**Multiple Evidence of Identity**  
(a **Primary** proof document **AND** a **Secondary** proof document)

## Photo Licence

A photo licence means any Australian photo driver licence or photo learner permit which is current or expired by no more than 2 years.

## Multiple Evidence of Identity

For transactions where multiple EOI is required it is necessary to provide:

1. a **Primary evidence document** (high quality evidence of who the applicant is);

**AND,**

2. a **Secondary evidence document** (to confirm the current use of the applicant's name in the community);

**AND,**

3. **evidence of Change of Name** (where it differs between primary and secondary evidence documents);

**AND,**

4. **evidence of residence** (where current address as listed on enrolment form differs from that shown on the evidence of identity document/s). If participant cannot provide evidence of residence a referee statement must be completed.

Primary and secondary evidence documents must be separate documents.

All documents must be originals as supplied by the issuing authority (or copies certified by the issuing authority, a Justice of the Peace or a solicitor).

### **Primary Evidence Documents**

**ONE** of these documents:

- Australian passport,
- An overseas passport,
- Australian birth certificate or change of name certificate issued by the Registry of Births, Deaths and Marriages. Birth extracts and Commemorative birth certificates are not accepted,
- change of name certificate issued by the Registrar of Births, Deaths and Marriages,
- a document of identity issued by the Passport Office (usually issued to travellers to Norfolk Island),
- document of identity issued by the Australian Passport Office,
- Australian police force officer or Australian Defence Force photo identity card (excluding civilian staff),
- consular photo identity card issued by the Department of Foreign Affairs and Trade,
- Australian naturalisation or citizenship document issued by the Department of Immigration (read note 2),
- immigration papers (eg. visa) issued by the Department of Immigration,
- NSW Photo Card (issued by NSW RTA after 14 December 2005).

**OR**

**ONE** of these documents that is current or expired by no more than two years:

- Australian defence force photo licence, or
- Victorian firearm photo licence.

**AND**

### **Secondary evidence documents**

In addition to one of the above primary evidence documents the applicant must provide **ONE** secondary evidence document from the list below:

- Medicare card,
- Pensioner Concession card,
- Department of Veteran's Affairs card,
- current entitlement card issued by the Commonwealth,
- student identity card,
- credit card or account card from a bank, building society or credit union,
- state or federal government employee photo ID card.

**OR**

**ONE** of these documents that is current or no more than one year old:

- passbook or bank account statement,
- telephone, gas or electricity bill.

**OR**

**ONE** of these documents that is current or no more than two years old:

- electoral enrolment card,
- armed services discharge papers,
- current Proof of Age card issued by Consumer Affairs Victoria,
- current Victorian Driving Authority photo identity card.

### **Evidence of change of name**

The applicant will need **ONE** of the following documents if the name is different on the primary and secondary evidence documents:

- marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia,
- divorce papers (showing the name being reverted to),
- Deed Poll (issued before November 1986 in Victoria), or
- change of Name Certificate (issued after November 1986 in Victoria).

### **Evidence of address where the applicant cannot provide it with primary or secondary documents**

If an applicant cannot provide documentary evidence of an address, a referee statement is acceptable. The referee statement must:

- Be signed by a Victorian driver licence holder who has known the applicant for 12 months or more,
- Include the applicant's name and address, and
- Include the referee's name and address

#### **Note 1 – This refers to an Australian naturalisation or citizenship document issued by the Department of Immigration**

If the applicant is under 16 years of age the document may be in the name of a parent provided that the applicant is also listed on the document. The applicant's parent's licence must be sighted and the number recorded. If the parent does not hold a licence, a statutory declaration must be provided.

#### **Note 2 – This refers to immigration papers (ie. visa) issued by the Department of Immigration**

If the applicant is under 18 years of age, the document may be in the name of a parent or legal guardian provided that the applicant is also listed on the document. The applicant's parent's licence must be sighted and the number recorded. If the parent does not hold a licence, a statutory declaration must be provided.

# Marine Training Services

## Marine Licence Training Course Evidence of Identity (EOI)

**Any Australian Photo Driver Licence or  
Photo Learner Permit**  
(expired by no more than 2 years)

OR

### Multiple Evidence of Identity

**ONE Primary Proof Document, AND**

**ONE Secondary Proof Document, AND**

### **Evidence of Residence**

(where address differs between enrolment from and EOI documents)

**AND**

### **Evidence of Name Change**

(where name differs between Primary and Secondary Proof documents)

All documents must be originals, no photocopied documents are acceptable.

### **Primary Proof Documents**

- Australian passport
- Overseas passport
- Full Australian birth certificate
- Australian Change of Name certificate
- Document of identity issued by the Australian Passport Office,
- Australian police force officer or Australian Defence Force photo identity card (excluding civilian staff)
- consular photo identity card issued by the Department of Foreign Affairs and Trade
- Australian naturalisation or citizenship document issued by Department of Immigration
- Immigration papers issued by Department of Immigration
- NSW Photo Card (issued by NSW RTA after 14 December 2005)
- Australian Defence Force photo licence (expired by no more than 2 years)
- Victorian firearm photo licence

### **Secondary Evidence Documents**

- Medicare Card
- Pensioner Concession Card
- Department of Veteran's Affairs Card
- Current Commonwealth Entitlement Card
- Student Identity Card
- Credit Card or Bank Account Card
- State or Federal Government Employee Photo ID Card
- Passbook, Bank Account Statement, Telephone, Gas or Electricity Bill (all not more than ONE year old)
- Electoral Enrolment Card, Armed Services Discharge Papers, current Proof of Age Card issued by Consumer Affairs Victoria or Victorian Driving Authority Photo ID Card (all not more than TWO years old)

### **Residence Evidence**

If an applicant cannot provide documentary evidence of an address, a referee statement is acceptable.

### **Change of Name Evidence**

- Australian Marriage Certificate
- Divorce Papers
- Deed Poll (issued after Nov 1986 in Victoria)
- Change of Name Certificate (issued after Nov 1986 in Victoria)