



Evidence of identity requirements

When providing or requesting information about being recorded as a Drug Dependent Person or Oversupplied Person under the Medicines and Poisons legislation, including requesting removal from the record, you need to provide documents to support your identity.

Documents provided must include:

- a document which has your photograph and signature
- identification that includes your date of birth and
- identification that includes your current residential address.

You must provide at least three types of documents as evidence of identity as follows:

- One document from each list (List 1, List 2 and List 3 below) or
- One document from List 1 and two documents from List 2 or
- Two documents from List 2 and one document from List 3.

Please provide copies of documents, which have been certified as true copies of the original. A list of people who can certify documents is on the next page. Do not send original documents.

If you provide documents using a former name, you must provide evidence of your name change. You need to provide either an Australian Registry of Births, Deaths and Marriages issued change of name certificate or marriage certificate. Church or celebrant issued certificates are not suitable.

List 1 Evidence of link between photo and signature	List 2 Evidence of operating in the community	List 3 Evidence of current residential address
<ul style="list-style-type: none"> • Australian driver's licence (which has photo) • Australian passport • Australian firearm's licence (which has photo) • Australian Citizenship Certificate with evidence of residence status* • WA Photo Card (Department of Transport) or photo card/proof of age card from another state or territory • Australian learner driver's permit (which has photo) 	<ul style="list-style-type: none"> • Commonwealth or State issued entitlement card (e.g. Health Care Card, DVA Health Card) • Full birth certificate issued in Australia • Medicare card • Naturalisation, citizenship or immigration papers issued by the Department of Home Affairs • Document of Identity issued by the Passport Office • Overseas passport with current Australian Entry Permit • Debit or Credit card issued by a financial institution • Student identity document issued by an educational institution • Working with children card. 	<ul style="list-style-type: none"> • Driver's licence renewal notice • Motor vehicle registration • Financial institution statement less than six months old • Property lease or tenancy agreement • Shire/water rates notice • School or other educational report or certificate less than twelve months old • Utility account less than six months old (e.g. gas, electricity, telephone)
<p>*Does not include photograph or signature. Link between photo and signature determined by Department of Home Affairs when certificate is issued.</p>		

Who can certify documents?

Suggested wording for certification is as follows:

I certify that this appears to be a true copy of the document produced to me on <date>

Signature

Name

Profession or occupation group

Persons who can certify documents	
Academic (tertiary institution)	Medical practitioner
Accountant	Member of Parliament
Architect	Minister of religion
Australian Consular Officer	Nurse
Australian Diplomatic Officer	Optometrist
Bailiff	Patent attorney
Bank manager	Pharmacist
Chartered secretary	Physiotherapist
Chiropractor	Podiatrist
Company auditor or liquidator	Police officer
Court officer (judge, master, magistrate, registrar or clerk)	Post Office manager
Defence Force officer	Psychologist
Dentist	Public servant
Engineer	Public notary
Industrial organisation secretary	Real Estate agent
Insurance broker	Settlement agent
Justice of the Peace	Sheriff or deputy Sheriff
Lawyer	Surveyor
Local government CEO or deputy CEO	Teacher
Local government councillor	Tribunal officer
Loss adjuster	Veterinary surgeon
Marriage celebrant	

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This document can be made available in alternative formats on request for a person with disability.

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