

GUIDANCE NOTE No: 46/2000

REVISION No: 1

Proof of Identity (POI)

An applicant for a Certificate of Competency issued by Department of Infrastructure, Planning and Environment, Marine Safety Branch may be required to provide proof of identification.

What are the categories of POI?

There are three types of POI documents: Full, Primary and Secondary. An Applicant must provide either:

- one full POI document, or
- two primary POI documents, or
- at least one primary POI documents and one secondary POI document.

Identification documents must be original documents or verified copies.

If a document is not listed as acceptable POI, as outlined below, the Marine Safety Branch will consider it unacceptable.

What are acceptable full POI documents (no other proof required)?

An applicant can prove their identity with any one of the following full POI documents:

- Current Photo Driver's Licence issued within Australia.
- Current Australian passport.
- Current Document of Identity issued by the Passport Office.
- Current Australian Defence Force photograph identity card.
- Current Federal or State/Territory Police Officer photograph identity card.
- Police Warrant Card.
- Current Certificate of Competency or Temporary Permit issued by the Northern Territory since 1 January 1992.
- Current NT photograph (firearm or security) licence.
- Record of Sea Service Booklet issued by the Northern Territory since 1 January 1992.

If no full proof of identity document is available, at least one primary and one secondary form of identification will be required.

What are acceptable primary POI documents?

- Photo Drivers Licence issued within Australia which may have expired within the last two (2) years.
- Foreign passport or foreign document of identity that has expired within the last two (2) years.
- Full birth certificate, which must be an original, or a certified copy issued by a State or Territory Registrar of births, Deaths and Marriages.
- Australian Naturalisation or Citizenship document, Immigration Papers issued by the Department of Immigration, Local Government and Ethnic Affairs or documents issued by a Passport Office.
- Certificate of Aboriginality issued by an organisation (eg Land Council) recognised by the Aboriginal and Torres Strait Islander Council is acceptable.
- Consular Photograph Identity Card issued by the Department of Foreign Affairs and Trade.
- NT Firearm or Security licence that has expired within the last two (2) years.
- Marine Certificate of Competency, other than one issued in the Northern Territory, issued within Australia and carrying a photograph of the holder.

What are acceptable **Secondary** POI Documents?

- Current Medicare card, Pensioners Concession Card, Department of Veteran's Affairs Entitlement Card, or any other current entitlement card issued by a Commonwealth Government Department or Authority.
- Current credit card or account card, passbook or account statement not more than twelve (12) months old.
- Telephone, gas or electricity bill not more than twelve (12) months old.
- Water rates, council rates or land valuation notice not more than two (2) years old.
- Current Marine Certificate of competency (without a photograph of the holder) issued within Australia.
- Electoral enrolment card or other evidence of enrolment not more than two (2) years old.
- Armed services discharge papers not more than two (2) years old.
- Current student identity card, certificate or statement of enrolment not more than two (2) years old from an educational institution.

Which POI documents are unacceptable?

Unacceptable POI documents are:

- State entitlement cards (because some of these may be obtained by simply filling in a form with no checks on identity) ie: Seniors Card.
- Government licences or identification cards in general (except those specific ones mentioned above).
- Non-photo licences from other States/Territory.
- Plastic credit cards in general (except those issued by banks, building societies and credit unions mentioned above).
- Documents that have been copied or faxed that do not contain the original signature of the authorised notaries.

Signed by: Director of Marine

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