



FACT SHEET

PROVING MY IDENTITY

Applications Grant/Transfer from Individuals (Natural Persons)

Proving your identity

Proof of your identity is essential when making applications for authorisations to prospect or mine. This is necessary to protect individuals and to ensure the accuracy and integrity of our records.

1. Making application in person

Provide original documents from table below (Drivers licence preferred)

- Include at least one primary document that shows your place of birth (including city), and
- Include at least one document that includes your signature and photograph (Drivers licence preferred)

2. Making application online, by fax, by mail

Provide a Statement from a Justice of the Peace detailing:

- That they have sighted the original documents from the table below
 - Include at least one primary document that shows your place of birth (including city), and
 - Include at least one document that includes your signature and photograph (drivers licence preferred)
- The applicants:
 - Full name
 - Date of birth
 - Place of birth
 - Residential address

NOTE - see appendix 1 for example and template

100-Point Identification Check

The Department uses a 100-point identification verification procedure for the purposes of obtaining an identification record for applicants. You must provide documentation complying with the 100-point identification check to prove your identity, date of birth and residential address.

The documents must be from the list below and add up to a minimum of 100 points.

- Include at least one primary document that shows your place of birth (including city), and

- Include at least one document that includes your signature and photograph

Primary documents	Documents
70 points	<ul style="list-style-type: none"> • Birth certificate • Birth card issued by the NSW Registry of Births, Deaths and Marriages • Citizenship certificate • Current passport • Expired passport that has not been cancelled and was current within the preceding two years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
Secondary documents	Documents
Must have photograph and a name 40 points	<ul style="list-style-type: none"> • Driver's licence issued by an Australian state or territory • Roads and Maritime Services (formerly RTA) photo card • Licence or permit issued under a law of the Commonwealth, a State or Territory government - (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
Must show name and address 35 points	<ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last two years • Land Titles Office record • Document from the Credit Reference Association of Australia
Must show name and signature 25 points	<ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit card • Foreign driver licence • Medicare card (signature not required on Medicare card) • EFTPOS card
Must show name and address 25 points	<ul style="list-style-type: none"> • Records of a public utility - phone, water, gas or electricity bill • Records of a financial institution • Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny • A record held under a law other than a law relating to land titles • Lease/rent agreement • Rent receipt from a licensed real estate agent
Must show name and date of birth 25 points	<ul style="list-style-type: none"> • Record of a primary, secondary or tertiary education institution attended by you within the past 10 years • Record of professional or trade association of which you are a member

Note: If the original document is not in English, the applicant is to provide a certified copy of the written translation (by an authorised translation service, such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd).

APPENDIX 1

Example Justice of the Peace Statement

I confirm that **John Abraham Citizen** has provided the following documents and has stated that they are original documents.

1. Place of birth (including city) being a **Birth Certificate**
2. Signature and photograph being a **NSW Drivers Licence**

Other relevant documents sighted:

Nil

I confirm the details from the documents shown to me are:

Name - **John Abraham Citizen**

Date of birth – **12 September 1967**

Place of birth – **Dubbo NSW**

Residential address – **4 Henry St, Coffs Harbour NSW**

Name – **Harold John Pearce**

Signed - _____

Justice of the Peace - JP number - **123456**

Dated - **15th August 2015**

Justice of the Peace Statement

I confirm thathas provided the following documents and has stated that they are original documents

1. Place of birth (including city) being a
2. Signature and photograph being a

Other relevant documents sighted:

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.....
.....

I confirm the details from the documents shown to me are :

Name -

Date of birth –

Place of birth –

Residential address –

Name –

Signed -

Justice of the Peace - JP number -

Dated -