Tasmania
Explore the possibilities

Application for a Personal Information Card

Service Tasmania Office use only	
First issue ☐	Fee collected ☐
Lost/stolen ☐	Identification sighted ☐
Changed details ☐	Declaration witnessed ☐
	Photograph captured ☐
	Faxed to STU ☐

To apply for a Personal Information Card you must complete this form and provide the relevant evidence of identity documents to a Service Tasmania Customer Service Officer.

The Personal Information Card costs **$20.00** and is valid for 5 years. You can expect to receive your card within 5–8 working days from the date this form is lodged at a Service Tasmania shop.

If you are under 18 years of age your parent or guardian must accompany you to the Service Tasmania shop where this form is lodged. Your parent or guardian will need to:

- provide their current driver licence (or other Category A document listed below) as evidence of their identity, and
- make a declaration as to your identity in front of the Service Tasmania Customer Service Officer.

Evidence of identity – Applicant

You need to show evidence of your identity and evidence of your current residential address.

For evidence of identity you need to show:

- one document from Category A and two from Category B,

OR

- two from Category A and one from Category B.

If none of the documents used as evidence of identity has your current residential address you must also show a document less than 6 months old from Category C which verifies your current residential address.

All documents must be original (not photocopies). They must be in English or be accompanied by a translation from an accredited translator.

Evidence of identity documents	Service Tasmania CSO ✓ *Docs sighted*
Category A documents	
• Tasmanian Personal Information Card (can be expired up to two years)	☐
• Australian Birth Certificate (not an extract or commemorative)	☐
• Australian citizenship papers	☐
• Australian Passport (can be expired up to two years)	☐
• Overseas Passport (can be expired up to two years if accompanied by a current Australian visa)	☐
• Travel document (including a visa) or Certificate of Evidence of Resident Status issued by the Department of Immigration and Citizenship	☐
• Australian Driver Licence (can be expired up to two years)	☐
• Australian Firearm Licence	☐
Category B documents	
• Medicare Card	☐
• Plastic Bank or Credit Card with signature	☐
• Student Identity Card with photo issued by an Australian educational institution	☐
• Department of Veterans' Affairs or Centrelink Pensioner Concession Card	☐
• Marriage Certificate / Change of Name / Deed Poll (to prove change of name) issued by Births, Deaths and Marriages	☐
Category C documents (showing residential address)	
• Financial Institution Statement	☐
• Council Rate Notice	☐
• Land Tax Valuation Notice	☐
• Utility Account (e.g. electricity, water, sewerage, phone, gas) with evidence of payment	☐
• Lease/Rent Agreement	☐
• Australian Tax Office Assessment (current or last financial year)	☐
• Certificate of Title	☐

What you need to do

- Complete 'Your details' below.
- Bring this form and your evidence of identity documents to any Service Tasmania shop. (Note: If you are under 18 your parent or guardian must come with you.)
- Show your original evidence of identity documents to the Service Tasmania Customer Service Officer.
- Complete the Statutory Declaration on page 2 of this form in front of the Customer Service Officer.
- Pay the application fee of $20.00.

For further information

phone Service Tasmania on **1300 13 55 13** or

visit **www.service.tas.gov.au**

Your details

1 Your full name *(as shown on your birth certificate, marriage certificate or a registered change of name document from the Registrar of Births, Deaths and Marriages)*

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Family name

Given names

2 Date of birth / / Male ☐ Female ☐

3 Contact telephone number(s)

Daytime Other

4 Email address

5 Residential address

Postcode

Postal address *(If same as your residential address, write AS ABOVE)*

Postcode

What to do now

- Take this form and your evidence of identity documents to a Service Tasmania shop and present them to a Customer Service Officer.

then

- Complete the Statutory Declaration on page 2 of this form in front of the Customer Service Officer.

Receipt details

Personal Information Card — Statutory Declaration

This Statutory Declaration is **compulsory for ALL applicants** and MUST be signed in front of a Service Tasmania Customer Service Officer (CSO).

This is a legal document. Any person who wilfully makes a false statement in the declaration is guilty of a crime under Section 113(1) of the Tasmanian Criminal Code, which can result in a prison sentence. If an applicant is suspected of attempting to obtain a Personal Information Card by providing false information, the matter will be referred to Tasmania Police for investigation. To aid this process, the Tasmanian Motor Registry System may be accessed to check for existing records in an applicant's name.

Applicant MUST complete (or parent/guardian if applicant is under 18) **and sign in front of a CSO**

I *(full name)*

of *(address)*

Postcode

(occupation)

do solemnly and sincerely declare that the information in this application and supporting evidence of identity documents provided is true and correct to the best of my knowledge and relates to the applicant. I make this solemn declaration under the *Oaths Act 2001*.

(signature of declarant)

Service Tasmania CSO MUST complete

Declared at *(place)*

on *(date)* / /

before me

(signature of commissioner)

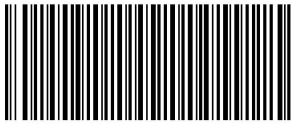
Commissioner for Declarations
Authorised Service Tasmania Officer

(full name)

If the applicant is under 18 — record parent/guardian's driver licence number or details of other evidence of identity documentation sighted.

Your privacy — Personal information collected from you will be used for the purpose of administering the Tasmanian Government Personal Information Card, including card production. Failure to provide information requested may result in your application not being able to be processed or the service not being able to be provided.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of Service Tasmania for this purpose, law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* (Tasmania) and the *Privacy Act 1988* (Commonwealth) and may be accessed by the individual to whom it relates on request to Service Tasmania. You may be charged a fee for this service.



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Applicant to sign

Only sign this block when asked to do so. You must sign within the box.