

Application for a Keypass identity card



AUSTRALIA
POST



*1030 D

Warning: It is a criminal offence to provide misleading or false information. Individuals who provide false or misleading information may be subject to prosecution under Commonwealth law. Please note once the application is lodged and payment made the application fee will not be refunded.

A photocopy of all documents will be taken. The details on these documents must match the details on this form.

Please complete this form in black ink.

How would you like your Keypass sent to you?

- Regular Post Express Post*

*The Express Post service is available to customers who apply for a new or replacement Keypass identity card - additional fees apply. Cards will be sent by Express Post once the application is approved. For next business day delivery within the Express Post network, refer to auspost.com.au

1. What type of Keypass card are you applying for?

- A new card** **Under - 18 card**
 Over - 18 card (minimum age of 17 years and 11 months to apply)

For a new Keypass card you can choose to apply from two options.

1. Present a combination of identity documents from section 4 (combination of documents must include a **photograph** and your **current residential address**);
OR
2. Have the Statutory Declaration completed and a photo endorsed.

Both options require you to prove your age using one of the original documents from Category A in section 4. You **must** bring this document with you when you attend Australia Post.

Change of name

If your name has changed you **must** provide a change of name document from Category D in section 4. (A change of name document is required along with a proof of age document when applying for a new Keypass card).

A replacement card because yours has expired.

You **must** provide your existing Keypass identity card (this will be kept by Australia Post as part of your application). **To replace your expired card, you only need to complete sections 2, 3 and 8 of this form.**

A replacement card because your name and / or address has changed.

Your card must not be expired.

You **must** provide your existing Keypass identity card (this will be kept by Australia Post as part of your application). **For change of details, you only need to complete sections 2, 3 and 8 of this form.**

Change of name

If your name has changed you **must** provide a change of name document from Category D in section 4.

Change of address

You must provide a document from Category B or C in section 4 with your current residential address to verify your change of address.

No further proof of identity documents are required apart from the document proving your change of name and / or address.

Go to section 2

2. Applicant's personal details

Family name / surname

Given name(s) (full name(s) no initials)

Gender

- Male Female Other

Date of birth (DD/MM/YYYY)

Preferred contact number

Other contact number
(if applicable)

Email address

Go to section 3

3. Applicant's current residential address

Unit number

Street number

Street name

Suburb

State

Postcode

Go to section 4

4. For a new card you must provide a minimum of 3 original documents. The combination must total 100 points and consist of:

- 1 x Category A
- 1 x Category B
- An additional document from either Category A or B
- If no identity document from Category A or B shows your current residential address, an additional document from Category C must also be provided
- If any of the documents do not match the name on the application form, a proof of name change document from Category D must also be provided.

All documents must be current unless specified otherwise.

Category A (at least one)	Points
• Australian birth certificate (not an extract)	40
• Australian passport (may be expired up to two years)	40
• Australian citizenship certificate	40
• Foreign birth certificate (if not in English, with a translation by a NAATI accredited translator)	40
• Foreign passport (if not in English, with a translation by a NAATI accredited translator)	40
Category B (at least one)	
• Australian driver licence / learner permit	30
• Immicard issued by the Department of Immigration and Border Protection	30
• Student identity card from a recognised Australian educational institution	30
• A letter from a recognised Australian educational institution (must be on letterhead, no older than 12 months) including your name, address and states you attend their institution	30
• Medicare card	30
• Notice of Assessment for income tax (no older than 12 months)	30
• Centrelink benefit card	30
• Department of Veterans' Affairs (DVA) card	30
• Australian Defence Force photo ID	30
• Private health insurance membership card	30
• Electoral enrolment letter or card	30
Category C (may only be used to verify your current residential address)	
• Motor vehicle registration (no older than 12 months)	10
• Utility notice (no older than 3 months)	10
• Council rates notice (no older than 12 months)	10
• Telecommunications bill (no older than 3 months)	10
• Rental agreement (no older than 12 months)	10
• Bank statement (no older than 6 months)	10
Category D (may only be used to verify your change of name)	
• Deed poll	
• Marriage certificate (Australian)	
• Foreign marriage certificate (if not in English, with a translation by a NAATI accredited translator)	
• Change of name certificate	
• Divorce papers (Australian)	
• Foreign divorce papers (if not in English, with a translation by a NAATI accredited translator)	

Go to section 5

5. Does your combination of identity documents contain at least one photo and your current residential address?

- Yes ► **Go to section 8**
- No ► If your combination of identity documents does not contain a photo and current residential address. **Go to section 6**

6. Statutory declaration

Warning: making a false statutory declaration is an offence and may result in prosecution.

The person making the statutory declaration **must:**

- be over 18;
- have known you, the applicant, for at least 12 months and must know you well;
- endorse a photo (which you must provide as proof of identity). This photo should meet passport requirements. The declarant must endorse the back of the photo with **"This is a true photo of (insert your name)" and sign the back of the photo;**
- complete the statutory declaration in section 7;
- be contactable by telephone during normal business working hours;
- ensure the witness of the statutory declaration is someone from the witness list below; and
- ensure the witness of the statutory declaration has completed the witness section on the form.

If you cannot provide a completed statutory declaration or provide the required combination of documents as outlined in section 4, you are not eligible to apply for a new Keypass identity card.

Witness list

- Justice of the Peace
- Member of the State Police Force
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Commissioner for declarations
- Fellow member of the National Tax and Accountants' Association Ltd
- Members of the institute of Chartered Accountants and The Australian Society of Certified Practising Accountant or Institute of Public Accountants.

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years - see section 11 of the *Statutory Declarations Act 1959*.

Note 2: Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* - see section 5A of the *Statutory Declarations Act 1959*.

Go to section 7

Statutory declaration

7. Please use black ink and print within the boxes in block letters.

The declarant must endorse the back of the photo with "This is a true photo of (insert name of applicant)" and sign the back of the photo.

Australia Post to attach endorsed photo face down here.

Witness list

- Justice of the Peace
- Member of the State Police Force
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Commissioner for declarations
- Fellow member of the National Tax and Accountants' Association Ltd
- Members of the institute of Chartered Accountants and The Australian Society of Certified Practising Accountant or Institute of Public Accountants.

I, Family name / surname
 Given name(s) (full name(s) no initials)
 Unit number / street number / street name
of
 Suburb / locality State Postcode
Occupation
Contact number

make the following declaration under the Statutory Declarations Act 1959.

1. I have known Family name / surname of applicant
 Given name(s) (full name(s) no initials) of applicant
 Applicants unit number / street number / street name
of
 Suburb / locality State Postcode
whose date of birth is , for years months.
(state relationship to applicant)

2. I am the applicant's

3. I have endorsed a photo of the applicant by signing the back of the photo of him / her with "This is a true photo of (insert name of applicant)".

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature

The person witnessing the declaration must complete the section below (must be from the witness list on the left).

Declared at Unit number / street number / street name
 Suburb / locality State Postcode
On date month year
Signature of witness
Before me Phone number of witness
 Family name / surname of witness
 Given name(s) (full name(s) no initials) of witness
 Witnesses work address unit number / street number / street name
 Suburb / locality State Postcode
Witnesses qualification

8. Privacy notice

Australia Post collects your personal information in order to process your application, including the verification of your identity. Without this information Australia Post will be unable to produce your Keypass identity card. Whilst in our possession, your personal information is handled in accordance with Australia Post's Privacy Policy which outlines how to access and / or correct your personal information or make a privacy related complaint. You may contact the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001 for privacy related queries. For more information please visit auspost.com.au/privacy.

Marketing opt-in

Australia Post can send you information relating to products and services offered by Australia Post or other businesses. As part of providing this service, Australia Post will not send your personal information to other businesses.

I would like to receive information on products and services offered by Australia Post or other businesses.

Identity verification opt-in

Australia Post offers a variety of identity verification services. These services are designed to make it easier for you to transact with Australia Post and other businesses that use these services. In the future, we may - with your consent - be able to re-use* this information to save you time on ID checks for other products and services. Your details would not be re-used for any other purpose.

Yes, I consent to Australia Post re-using my details to help verify my identity in the future.

* Re-use is limited to subscribed providers and subject to the credentials used for the ID verification still being valid, for example: drivers licence expiry or change of address.

Go to section 9

9. How to lodge your completed application form.

a. Where to lodge your application form

You need to lodge your application at a participating Post Office. To locate the outlet closest to you go to auspost.com.au/pol or call 13 POST (13 76 78).

b. What to bring to the Post Office

- Completed application form.
- Your original identity documents (to prove your age, your identity, completed statutory declaration (if applicable) and / or your change of details).
- Endorsed photo if statutory declaration is completed.
- A fee will be required when lodging the application and includes discount rate for customers over 60 years of age.

c. What happens when I lodge my application?

- Australia Post will verify your details, copy your original documents, take a new photo for your card, and issue you with a receipt (please keep this receipt until you have received your card).
- A secondary check will also be performed after your application is lodged to confirm your details.
- If your application is successful, you'll receive your Keypass identity card in the mail within 10 working days (Regular Post) or 5 working days (Express Post) of your interview.
- If your application is unsuccessful you will receive a letter in the mail stating the reason.

Do not sign section 10 (below) until you are at the Post Office counter.

10. Declaration by applicant

Do not sign this form in advance.

Your signature must be witnessed by the Australia Post verifier.

Declaration

I declare that the information in this application form is true and correct.

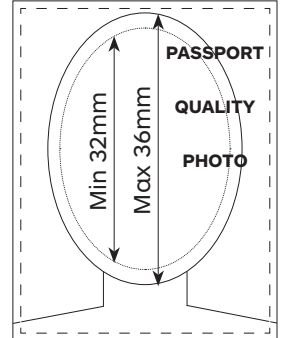
Please sign in black ink inside the box in the presence of an Australia Post verifier



Photo to be attached by Australia Post officer only

Date
DD MM YY

Secure photo face up



Australia Post use only

I, the Verifier listed below, hereby certify that;

1. This application relates to the person listed in section 2.
2. The identity verification was carried out on the date shown below.
3. The identification documents recorded in the Point of Sale system were produced to me and appear to be originals.
4. The person being identified appears to have similar facial characteristics as the person in the provided photo.
5. I witnessed the applicant sign this application form.
6. The identity verification has been conducted in accordance with standard procedures.

Verifier's signature

Verifier's name

Comments

Date

DD MM YY

Work centre code

