

Identification

GETTING STARTED



3

This is Booklet 3 in the Getting Started Series.

**Getting Started is a guide
for people leaving prison.**

Booklets

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This Booklet was last updated in September 2010. If any information has changed or you notice an error please contact Corrections Victoria on (03) 8684 6600 or email: corrections@justice.vic.gov.au

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Identification

We all need identification.

Identification (or ID) is a document that proves who you are. Some forms or ID are more useful than others but any official document with your name on it can be used.

A lot of services require you to show ID before they can assist you. Different agencies require different types of ID. For example:

- To see a doctor and get prescriptions filled, you need a Medicare Card
- To get material aid you need a Health Care or Pension Card

There are many types of ID

- Birth certificate
- Passport
- Drivers Licence
- Proof of Age Card
- Medicare Card
- Tax assessment

- Health Care Card
- Utilities bill

And many more...

ID is sometimes called POI or Proof of Identity documents.

You should start arranging ID while you are in prison. If you leave prison and have no ID it can be difficult to get started.

When do I need ID?

You will need ID to:

- Open a bank account
- Get a driver's licence
- Claim Centrelink payments
- Rent a house
- Borrow a DVD
- Apply for a credit card

And many other everyday things...

You will need ID on your first day out.

When to get ID

Money is scarce in prison and most ID isn't free. You may think ID is a waste of money but you need ID as soon as you get out. You also need ID to get ID and starting out with nothing will make things harder. When you're still in prison the staff can verify who you are.

The prison can give you a letter to confirm your identity before you get out. This can only be used with some agencies if you don't have enough other ID. For example this can be used to get a birth certificate. If you call the prison after you get out they won't be able to help.

If you have no ID when you leave prison you will need to contact previous service providers (such as telephone, gas or electricity companies) and ask them to send you documentation that you can use as ID, like past bills.

What ID will I need?

Photo ID is very important. If you can't get a driver's licence or passport you should get a proof of age card.

Some ID will be accepted in some places and not others. For example: Centrelink does not accept a Keypass as ID and pubs will only accept photo ID.

Some places ask for more than one piece of ID. Some places will ask to see 100 points of identification. They can change their requirements at any time so check before you go.

The more forms of ID you have the better.

Useful ID

Photo ID with your name and address is the best. A birth certificate is also handy and is cheaper than some other forms of ID.

A Health Care Card is also good. It can be used as ID and helps you get cheaper services and prescription drugs.

You should aim for the following set of ID:

- Proof of Birth
- Photo ID

- Medicare Card
- Bank Card

Some ID is free (eg Medicare cards) and other ID doesn't expire (eg birth certificates). So you should get these as soon as possible.

Proof of Birth

If you were born in Australia, proof of birth means:

- A birth certificate
- An Australian passport

If you were born outside Australia, proof of birth means:

- An Australian citizenship certificate
- An Australian certificate of residency
- An Australian visa
- An Australian passport

Centrelink also refers to 'Proof of Birth' as 'Commencement of Identity'.

Birth Certificate

If you were born in Victoria you can apply for a copy of your birth certificate from:

Registry of Births, Deaths and Marriages **1300 369 367**

Mailing Address:

GPO Box 4332,
Melbourne, Victoria 3001

Customer Service Centre:

Ground floor, 595 Collins Street,
Melbourne (near Southern Cross Station).

Website:

<https://online.justice.vic.gov.au/bdm/certificate-applications>

If you were born outside Victoria contact the Registry in the state you were born for more details

Australian Capital Territory Registrar-General's Office

PO Box 225, Civic Square, ACT 2608

Phone: **(02) 6207 0460**

Fax: (02) 6207 0895

Web: **www.ors.act.gov.au**

New South Wales Registry of Births, Deaths and Marriages

GPO Box 30, Sydney NSW 2001

Phone: **1300 655 236**

Fax: (02) 9699 5120

Web: **www.bdm.nsw.gov.au**

Email: **bdm-webmail@agd.nsw.gov.au**

Northern Territory Births, Deaths and Marriages

GPO Box 3021, Darwin, NT, 0801

Phone: **(08) 8999 6119**

Fax: (08) 8999 6324

Web: **www.nt.gov.au**

Email: **RegistrarGeneral.DOJ@nt.gov.au**

Queensland Births, Deaths and Marriages

PO Box 15188, City East, QLD 4002

Phone: **(07) 3247 9203**

South Australia Births, Deaths and Marriages

GPO Box 1351, Adelaide, SA 5001

Phone: **(08) 8204 9599**

Web: **www.ocba.sa.gov.au**

Email: applications.bdm@agd.sa.gov.au

Tasmania Births, Deaths and Marriages

GPO Box 198, Hobart, TAS 7001

Phone: **1300 135 513** or **(03) 6233 0755**

Fax: (03) 6233 6444

Web: **www.justice.tas.gov.au**

Email: bdm@justice.tas.gov.au

Western Australia Births, Deaths and Marriages

PO Box 7720, Cloisters Square, Perth WA 6850

Phone: **1300 305 021**

Fax: (08) 9264 1599

Web: **www.bdm.dotag.wa.gov.au**

New Zealand Births, Deaths and Marriages

GPO Box 365, Sydney, NSW, 2001

Phone: **+64 4 474 8150** or **1300 559 535**

Fax: +64 4 382 3515 or +64 4 682 6316 or
(02) 9223 0223

Web: **www.dia.govt.nz**

Email: bdm.nz@dia.govt.nz

Costs:

Standard certificates: \$26.60 (+ \$4.60 express postage fee within Australia).

Applying from Prison

Step 1 Contact the Registry of Births, Deaths and Marriages (BDM) in your state of birth. Ask them for a birth certificate application form.

Ask the prison staff about providing help and Prison ID, if you need it.

Step 2 Fill out the form and send it to Intel. Intel will confirm your identity and forward the documents to the BDM Office.

If you were born overseas you can't apply for a birth certificate from prison. You can apply for copies of Australian government issued documentation such as citizen certificates or residency papers.

Applying after Prison

If you have all the ID and the application fee, the easiest option is to go to the BDM Customer Service Centre.

Applying by Mail

Step 1 Download or Ask the Registry of Births, Deaths and Marriages for an application.

Step 2 Make photocopies of your original proof of identity (POI) documents and have them certified (see below).

Step 3 Mail your documents with the completed application form and fee back to the Registry of Births, Deaths and Marriages.

Allow 5 working days for the Registry to process Proof of Birth for prisoners born outside of Australia.

If you were born outside Australia, citizenship papers, visas and residency certificates can be used as proof of birth.

To access any of these documents you will need to speak to the **Department of Immigration and Citizenship (DIAC)** at <http://www.immi.gov.au/allforms/pdf/119.pdf>.

DIAC 131 881

The cost of the citizenship certificate is \$60.00.

If you can't access the internet ask for help from someone who can.

Copies of visas are provided by DIAC for \$55.00. You will need a current passport for the visa to be inserted into.

Passports

Getting a passport can be complicated and they are expensive - \$208.00.

If you need one for your release talk to prison staff for help.

Once you are out, contact a Post Office for the latest information.

Driver's Licence

Vic Roads 131 171

VicRoads will send you a letter about five weeks before your licence expires. This will go to your last known address so make sure VicRoads has the right details.

Driving with an expired licence is a criminal offence. If you have lost your card and want to check the status of your licence, call VicRoads.

Renewing an Expired licence

If your licence has expired by less than five years you can call VicRoads and ask them to send you a renewal notice.

If you're not sure where you will be staying, have it sent to a safe address (such as a relative's house).

Costs

Replacing a current License:	\$19.00
Renewing a license for 3 years:	\$46.60
Renewing a license for 10 years:	\$158.60

If your licence has expired by more than five years you will need to pass a road law knowledge test and a practical driving test and pay the licence fee.

Talk to VicRoads if you have an overseas or an interstate licence.

Proof of Age Card

If you don't have a drivers' licence or passport a Proof of Age Card is your next best option for photo ID. It only costs \$10.

You can pick up a Proof of Age card application form at the Victorian Consumer and Business Centre or from any approved photo point agency including:

participating Australia Post offices, participating Vic Roads offices, selected pharmacies or chemists, certain photography and other stores.

An application form can also be posted to you by calling Responsible Alcohol Victoria on **1300 650 367**.

You can also ask prison staff about getting a form.

How to apply

Step 1 - Take the completed application form and your ID to an 'Authorised Referee' and sign the form in front of them.

An 'Authorised Referee' is a person who:

- can witness the signing of a statutory declaration (a list of qualified persons can be found inside the application form)
- has known the applicant for at least 12 months
- is on the electoral role

The Authorised Referee must then complete and sign the Authorised Referee declaration on the application form

Step 2 Go to a Photo Point agency to get your photograph taken (some prison locations will be able to take the photo for you) and lodge the application form. Take along your identification documents as the person from the agency is required to check your documents and also sign the application form.

Making a false statement is a serious offence.

Medicare Card

Medicare 132 011

A Medicare card is important ID. It is easy to get and free.

You need your Medicare card to access government subsidised medical, eye and hospital care and prescription medicine.

Replacement Medicare cards and other information will be sent to the last known address. To advise Medicare of a new address, call them, visit an office, or go to their website:

www.medicareaustralia.gov.au/online

How do I get a Medicare card?

If you have previously had a Medicare card, you can ask for a replacement to be sent out to you. You should be able to organise a Medicare card from prison with the help of prison staff.

After you are released, call them to find out if you can replace your card over the phone.

If you have never been enrolled in Medicare you will need to provide identification to show you are eligible. Ask them what you'll need to bring in when you talk to them.

If you don't have enough ID tell them your circumstances. Your release papers are normally accepted as identification.

The 100 Point System

Many organisations will require 100 points of ID. They have their own systems so each piece of ID will be worth a different amount depending on the agency.

Photo ID and birth certificates are generally worth the most points.

Here is an example:

Driver's licence = 70 points

Birth Certificate = 50 points

Total points = 120 points

or

Driver's licence = 50 points

Medicare card = 20 points

Key card = 20 points

Phone bill = 15 points

Total points = 105 points

Certified copies

Sometimes you will be asked to send certified copies of documents when you apply for ID.

A certified copy is a photocopy signed by someone who has seen the original document.

Only certain people are able to certify documents. The list includes: pharmacists, police officers, solicitors or barristers, public

servants, justices of the peace, doctors, dentists, court registrars, accountants or psychologists.

Never send original documents by mail unless you have to. They won't be returned and may not even get there.

ID if you are Indigenous

Some organisations have different ID requirements for Aboriginal and Torres Strait Islander people (particularly around Proof of Birth documentation).

For more information, see Getting Started 10: Indigenous.

Tax File Numbers

ATO: 13 28 61

If you have lost your tax file number or need to update your details, call the Australian Tax Office (ATO).

To obtain a tax file number for the first time (as an Australian Resident)

Step 1 Go to Centrelink or an Australian Tax office to get the form. The form is called Tax file number – application or enquiry for individuals (NAT 1432).

You can also call **1300 720 092** to ask for it.

Step 2 Send your form to the ATO with the following 3 documents to prove your identity:

- One document that is either: a birth certificate, citizenship certificate, or an overseas passport with a visa.
- Two documents that are either: an Australian passport, an Australian drivers license, Australian Learner's Permit, Medicare card, bank account statement, Australian Firearm License, Tertiary student ID card, secondary student ID card.

Step 3 Your tax file number will be sent to you in the mail.

Centrelink

For details on obtaining a Centrelink reference number or a health care card see Getting Started 5: Centrelink.

Other forms of useful ID

There are many documents that can be used even if they are only worth a small amount of points. These include:

- Student ID cards
- Health care cards
- Gas, phone or electricity bills showing your name and address
- Other licences (e.g. forklift)
- Car registration papers
- Tenancy agreements
- School certificates or reports

Almost anything with your name on it can be used as ID so hang on to all your records and official correspondence.

Published by VACRO

November 2010

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This Booklet was last updated in September 2010. For further information, or to notify of any change of information please contact:

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Also published on VACRO's website: www.vacro.org.au