

# Proof of identity

All drivers and Assisted Travel Support Officers (ATSOs) are required to provide evidence of their identity as part of the initial screening process.

As part of the department's initial screening process, drivers and ATSOs are required to provide FOUR (4) identity documents when lodging their [driver application checklist and declaration form \(PDF 258.45KB\)](#) or [ATSO expression of interest \(PDF 180KB\)](#) with the Assisted School Travel Program.

The FOUR (4) identity documents are:

- One (1) COMMENCEMENT document
- One (1) PRIMARY document
- Two (2) SECONDARY documents.

All original documents must be sighted and certified by the relevant officer conducting the screening. Alternatively, certified copies may be provided, as certified by a [Justice of the Peace](#) [External link](#) or a legal practitioner with a current practising certificate.

The suitable wording for certification of the copy would be: *I certify this is a true and unaltered copy of the original.*

The certification statement is to be written on the copy and then signed by the officer. In addition, the person must print their name and position.

## Four identity documents

### 1. Commencement document

Only **ONE** of the following documents is required:

- Full Australian birth certificate (not an extract or birth card)
- Current Australian passport (not expired)
- Australian Visa current at time of entry to Australia as resident or tourist
- ImmiCard issued by the Department of Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services

- Certificate of identity issued by the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia.

## 2. Primary document

Only **ONE** of the following documents is required:

- Current Australian driver licence showing signature, photo and the same name as claimed
- Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- Current passport issued by a country other than Australia with a valid entry stamp or visa
- Current proof of age or photo identity card issued by an Australian government agency in your name with photo and signature.

## 3. Secondary documents

**TWO** documents required:

- Medicare card
- Enrolment with the Australian Electoral Commission
- Security guard or crowd control photo licence
- Evidence of right to a government benefit (Centrelink or Veterans Affairs)
- Photo identity card issued by the Australian Government or a state or territory government
- Bank card (front of the card only and numeric details obscured)
- Credit card (front of the card only and numeric details obscured)
- Certificate of identity issued by the Department of Foreign Affairs and Trade.