

Technical Bulletin: 02/23

Certifying copies of a Queensland Digital Licence

November 2023

Background

The Digital Licence app was first trialled in the Fraser Coast in 2020, with a small number of users and local businesses helping to prove the value and convenience of a digital licence. The trial was expanded to anyone living in Townsville and the Fraser Coast in 2023. The trials are now complete, and the official Digital Licence app is available to all eligible Queenslanders. Because the Digital Licence is legally equivalent to the physical licence under Queensland law, there may be times when a Justice of the Peace or Commissioner for Declarations would be asked to certify a copy of a Digital Licence.

What is a Digital Licence?

See [Technical Bulletin 01/23 – Queensland Digital Licence app](#) for more information regarding the general features of the Queensland Digital Licence app and how to visually verify its authenticity.

How does someone print a copy of their Queensland Digital Licence?

In the Digital Licence app, a user can 'Share a printable copy' of their Digital Licence. This lets the user export their information into a PDF document which can then be printed.

How do I certify a printed copy of a Queensland Digital Licence?

If you have been asked to certify a copy of a Queensland Digital Licence, you can certify the printed copy as a true and complete copy of the original. Keep in mind, the way some information appears may differ from how it appears when printed.

The role of a JP or Cdec is to certify the information is a true and complete copy of the original Digital Licence – not it's appearance.

1. The client must provide a printed copy of their Digital Licence.
2. Observe the client accessing the Queensland Digital Licence app.
3. Compare the information from the original Digital Licence to the printed copy, making sure there are no alterations. Pay particular attention to names, photos, date of birth, address, licence number and licence expiry date.
4. Endorse the copy with the following certification and apply your seal of office and registration number.

.....
This is to certify that this is a true and complete copy of the original which I have sighted.

Date:

Signed:

Name:

.....



Visual example

Compare the information on the original Digital Licence against the printed copy the client has presented. Pay particular attention to names, photos, date of birth, address, licence number and licence expiry date. Once satisfied the printed copy is a true and complete copy of the original Digital Licence you have sighted, apply your certification on the printed document and insert your seal of office or prescribed mark of office and registration number.

Mobile App Screenshot:

9:41

Back

Driver licence

SAM SAMPLE

DoB: 29 Aug 1964

Licence No. 013659210

Information was refreshed online: 07 Mar 2023 10:58am

Status: **Current**

Age: **Over 18**

Class: (C) Car

Type: (O) Open

Expiry: 29 Aug 2023

Conditions: -

Address: SELANGOR SPECIALIST SUITES, U3 62 NETHERTON ST, NAMBOUR, QLD 4560 AU

SHARE DRIVER LICENCE

Card number: 3BB93419DA

Issuing country: Australia

Issuing authority: Queensland Government, Department of Transport and Main Roads

Labels:

Name

Photo

Date of birth

Licence number

Licence expiry

Address

Printed Copy:

Queensland Government

Driver Licence

This document was generated and digitally signed on 07 Mar 2023 at 10:58 AM

SAM SAMPLE

Date of birth: 29 Aug 1964

Licence number: 013659210

Card number: 3BB93419DA

Age: **Over 18**

Code: C

Level: O

Expiry: 29 Aug 2023

Address: SELANGOR SPECIALIST SUITES, U 3 62 NETHERTON ST, NAMBOUR, QLD 4560 AU

Issuing Country: Australia

Issuing Authority: Queensland Government, Department of Transport and Main Road

This is to certify that this is a true and complete copy of the original /copy/ download which I have sighted.

Date: DD/MM/YYYY

Signed: Signature

Name: Full name

Seal of office
Registration number

Note: Ensure you strikethrough the non-relevant certification term if your certified copy stamp refers to copy and download to show you sighted the original Digital Licence.

Damien Mealey
Director and Registrar
Justices of the Peace Branch
Department of Justice and Attorney-General