

Prove your identity when you apply

You **MUST** provide identity document(s) when you apply for financial assistance through Victim Assist Queensland.

1. Choose **one** of the below lists (either List A or List B only)
2. Provide a clear and readable photocopy, scanned copy or photograph of the document(s)
3. If applying for a person with impaired capacity or for a child under 18, follow the instructions on page 2
4. Please **do not** provide more documents than required.
5. Please **do not** provide original copies of any document(s).

If you have provided one LIST A document, you **do not** need to provide any other forms of ID.

List A

Provide **ONE** of the following:

- Australian Birth Certificate (full) or overseas equivalent
- Australian Citizenship Certificate or Naturalisation Certificate
- Australian Drivers License with Photo ID (current or expired less than 2 years) or overseas equivalent
 - a copy of the front **and** back of the license
- Australian firearms license
 - a copy of the original (first) license and the current license
- Australian or Foreign Passport (current or expired less than 2 years)
 - a copy of the page with your photo on it
- Commonwealth or state public service ID card with photo and signature (current, not expired)
- Queensland Photo Identification Card (formerly Proof of Age Card) or interstate/overseas equivalent
- Record of immigration status (certificate of evidence of resident status)

List B

Provide **TWO** of the following:

- Australian Exam Report (persons under 16 years of age **only**)
- Australian Record of Achievement (persons under 16 years of age **only**)
- Australian Secondary School Exam Certificate (persons under 16 years of age **only**)
- Australian Medicare Card
- A marriage certificate issued by a Registry of Births, Deaths and Marriages
- Bank account card, EFTPOS card or Credit Card with embossed name (front of card only) or bank passbook, or bank statement with name
- Centrelink or Department of Veterans Affairs Card
- Change of Name Certificate
- Council rates notice
- Letter from employer (current or within the last 2 years)
 - a reference, payslip, leave advice or a letter that has your name on it
- Secondary school or university photo ID card (less than one year old and issued in Australia)
- Security guard/crowd control license (Australian issued)

Applying for someone with impaired capacity or for a child

Different ID documents are required if you are applying on behalf of a person with an impaired capacity, or someone aged under 18 years.

Please see page 2 of this document.

If the application is for a child (under 18 years)

If a parent, guardian or other pre-approved adult is completing the application form for a child, they must:

- attach clear and readable photocopies, scanned copies or photographs of:
 - **1 LIST A** document **OR 2 LIST B** documents for the **parent, guardian or pre-approved adult** (not the child)

If the child is over 12, living independently and being assisted by a lawyer, they must:

- attach clear and readable photocopies, scanned copies or photographs of:
 - **1 LIST A** document **OR 2 LIST B** documents **for the child**

If a government worker is making an application for a child under the care of the Child Safety Services, the worker must:

- attach clear readable photocopies, scanned copies or photographs of:
 - A document confirming you are the legally appointed guardian of the child, **AND**
 - **1 LIST A** document **OR 2 LIST B** documents **for the child**

If the application is for a person who has impaired capacity

If a guardian, administrator, attorney or another pre-approved adult is completing the form on behalf of a victim who has impaired capacity, they must:

- attach clear and readable photocopies, scanned copies or photographs of:
 - **1 LIST A** document **OR 2 LIST B** documents for the guardian, administrator, attorney or pre-approved adult, **AND**
 - **a document confirming they are a legally appointed guardian, administrator, attorney or pre-approved adult (if applicable), AND**
 - **1 LIST A** document **OR 2 LIST B** documents **for the victim.**

Victim Assist Queensland

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