PROOF OF IDENTITY REQUIREMENTS

POI is the first requirement that a customer must meet to obtain the products offered by Roads and Maritime Services. A person must show POI to verify his/her name and signature. Except for PWC licences, applicants do not require POI for renewal of products.

What are the requirements for establishing POI?

To establish POI, individuals must satisfy the POI requirements listed in acceptable POI documents.

**Documents presented as POI must show the applicant's signature and current residential address.**

Young adults and companies/organisations have special POI requirements (see overleaf).

What are the categories of POI?

There are three types of POI documents: Full, Primary and Secondary.

The applicant must provide either:

* One full POI document or
* At least one primary and one secondary POI document.

**Identification documents must be original documents or certified copies.**

What are acceptable full proof POI documents (no other document required)?

* A Roads and Maritime-issued NSW Photo Driver's Licence that is current or not expired more than two years
* A Roads and Maritime-issued Photo Card that is current or not expired more than two years
* A Roads and Maritime-issued PWC Photo Card Licence that is current or not expired more than two years or
* A Roads and Maritime-issued Certificate of Competency containing a photo of the holder that is current or not expired more than two years.

What are acceptable primary proof POI documents?

* An Australian passport that is current or not expired more than two years
* A Roads and Maritime-issued NSW Photo Driver's Licence or NSW Photo card that has expired more than two years
* A Roads and Maritime-issued PWC Photo Card Licence that has expired more than two years
* A Roads and Maritime-issued Certificate of Competency containing a photo of the holder that has expired more than two years
* A current Document of Identity issued by the Australian Passport Office
* A current overseas passport
* A Roads and Maritime-issued NSW Photo Firearm, Security Industry or Commercial Agents and Private Agents Operator Licence that is current or not expired more than two years
* A current NSW Police Force or Australian Defence Force Photo Identity Card
* A photo driver's licence issued by another Australian State or Territory that is current or not expired more than two years
* An Australian full birth certificate showing parental details issued by the Registry of Births, Deaths and Marriages. Historic Certificates issued in 1987 and 1988 are also acceptable.
  + Commemorative Certificates are **not**acceptable. A standard Birth Certificate is issued with a Commemorative Certificate as a package, this is the only certificate accepted. See the [Births, Deaths and Marriages](http://www.bdm.nsw.gov.au/Pages/births/birth-certificate.aspx#commemorative) website for more information.
* A current consular photo identity card issued by the Department of Foreign Affairs and Trade
* An Australian naturalisation or citizenship document or immigration papers issued by the Australian Government
* An overseas birth certificate showing parental details, provided a passport or an official Australian travel document is also shown
* A certificate of Aboriginality issued by an organisation (eg: Land Council) recognised by the Aboriginal and Torres Strait Islander Council
* A current Certificate of Competency issued by another Australian State or Territory that contains a photo of the holder or
* A current boat licence issued by another Australian State or Territory that contains a photo of the holder.

What are acceptable secondary proof POI documents?

* A Roads and Maritime-issued General or Young Adult Boat Licence that is current or not expired more than two years
* A current Medicare card, Pensioner Concession card, Department of Veteran's Affairs Entitlement card, or any other current entitlement card issued by the Commonwealth Government
* A current credit card that shows your name and signature or account card from a bank, building society or credit union, or a passbook or account statement that is current or not expired more than one year
* A telephone, gas or electricity bill not more than one year old
* A water rates, council rates or land valuation notice not more than two years old
* An electoral enrolment card or other evidence of enrolment not more than two years old
* An armed services discharge document not more than two years old
* A current student identity card or a certificate or statement of enrolment not more than two years old from an educational institution or
* A current Mobility Parking Scheme (MPS) card with or without a photo.

What are acceptable young adult POI documents?

Young adult licence applicants (persons between 12 years and under 16 years of age) can meet POI requirements by providing original documents or certified copies of:

* At least one primary proof and one secondary proof document as listed above or
* An Australian Full Birth Certificate showing parental details or a current Photo Birth Card issued by the NSW Registry of Births, Deaths and Marriages.

Young adult licence applicants must obtain written consent from a parent or legal guardian to obtain a boat licence and acceptable POI documents for the parent or legal guardian must also be provided.