

# Appendix 1: Evidence of Identity Requirements

A person must produce, and an RTO must sight, three matching, **original**, evidence of identity (EOI) documents before undertaking GCIT or when requesting a replacement GCIT card. Original may include an electronic document if the document can be accessed and viewed in real time through a secure portal (e.g. the student logs in to myGov and produces their Medicare card). A photograph of an original document is not an original document.

The RTO must keep a copy of the EOI documents (except financial institution debit/credit card) on the student file. Where a financial institution debit/credit card is sighted as EOI, an RTO must make a record of the name of the financial institution, whether the card is a debit or credit card, and the expiry date.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

At least one Category A document must be photographic and show the person's full name. At least one Category A or B document must show the person's date of birth and signature. Category B documents must be Australian-issued documents.

The person's details on the GCIT card must match the details on the EOI documents.

Special arrangements for EOI apply for some groups (see below).

Category A documents	Status
<ul style="list-style-type: none"> <li>Australian Birth / Bicentennial Birth Certificate (born in 1988) – full (not Extract or Commemorative Certificate)</li> <li>Australian Citizenship Certificate / Naturalisation Certificate</li> <li>Department of Home Affairs (DHA)                             <ul style="list-style-type: none"> <li>– Certificate of Evidence of Resident Status</li> <li>– Visa Evidence Card (with PLO56 Visa)</li> </ul> </li> <li>Queensland or Federal police officer photo identity card.</li> </ul>	Current
<ul style="list-style-type: none"> <li>Australian passport</li> <li>Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage</li> <li>Foreign passport</li> <li>Australian photo driver licence</li> <li>Queensland Government issued photographic high risk work licence</li> <li>Queensland Accreditation / Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine).</li> </ul>	Current or expired less than two years
<ul style="list-style-type: none"> <li>DHA – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. <b>Note:</b> Electronic Travel Authority (ETA) is not accepted.</li> </ul>	Valid up to five years after issue
<ul style="list-style-type: none"> <li>Queensland Card 18+ (laminated).</li> </ul>	Issued after 01/01/1992
Category B documents – must be Australian issued documents	Status
<ul style="list-style-type: none"> <li>Australian Defence Force photo identity card (excluding civilians)</li> <li>Australian Firearm Licence (with photo)</li> <li>Australian Security Guard/Crowd Controller Licence (with photo)</li> <li>Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card)</li> <li>Education institution student identity document (must include photo and/or signature)</li> <li>Financial institution debit/credit card (must include signature and embossed/printed name)</li> <li>Medicare card; Department of Human Services BasicsCard</li> <li>Interstate government-issued or government-approved photo identity card.</li> </ul>	Current