

TASMANIAN EVIDENCE OF IDENTITY FRAMEWORK

EOI STANDARDS ¹

Objective	Documents
<p style="text-align: center;">A</p> <p style="text-align: center;">Evidence of Existence (Born in Australia or Arrived Legally from Overseas)</p> <p style="text-align: center;">Linkage Between Identity and Person (Photo and Signature)</p>	<ul style="list-style-type: none"> • Birth certificate ² • Citizenship papers • Australian Passport • Foreign Passport / Visa • Driver's licence • Firearms licence • DIMA-issued travel documents, including a visa • DIMA <i>Certificate of Evidence of Resident Status</i>
<p style="text-align: center;">B</p> <p style="text-align: center;">Evidence of Use of Identity (Evidence of Existence in Community)</p>	<ul style="list-style-type: none"> • Medicare card • Plastic bank / credit card, with signature • Tasmanian Government Personal Information Card • Tertiary student ID card • DVA / Centrelink pensioner concession card • BDM Change of name / Marriage certificate (to prove name change) • Security guard / crowd controller licence
<p style="text-align: center;">Evidence of Residential Address</p>	<ul style="list-style-type: none"> • Bank statement • Utility account (with proof of payment)

¹ The EOI Standards apply to establishing the identity of an individual. See *Business Rule 3* below for establishing the 'identity' of a corporate or business entity.

² Australian birth certificate.

EOI BUSINESS RULES

Business Rule	Comment
<p>1. <u>GENERAL</u></p> <p>All documents must be original and current.</p> <p>Documents establishing residential address must be not more than 6 months old.</p>	<p>Serial Number or other form of document numbering should be noted to allow for verification with the document issuer.</p> <p>Non-Standard EOI procedures apply if the applicant is unable to produce an original current document</p>
<p>2. <u>RISK CATEGORY</u></p> <p>HIGH TO MEDIUM RISK</p> <p>3 documents must be produced :</p> <p>Either</p> <ul style="list-style-type: none"> • 1 document from Group A; and • 2 documents from Group B. <p>In the combination of documents, one must incorporate a photograph and signature</p> <p>If any of the produced documents do not establish a current residential address, a 4th document of this nature is required.</p> <p>Or</p> <ul style="list-style-type: none"> • 2 documents from Group A; and • 1 document from Group B. <p>In the combination of documents, one must incorporate a photograph and signature</p> <p>If any of the produced documents do not establish a current residential address, a 4th document of this nature is required.</p>	<p>Covers significant transactions, such as Driver's Licences, Firearms Licences, application for birth certificates</p> <p>The combination of 3 documents is intended to provide a link between the individual, their legal existence, and use of the stated identity</p> <p>Relevant for medium risk transactions</p> <p>Non-Standard EOI procedures may need to apply if the applicant is unable to provide any of the listed photo ID documents</p> <p><u>Optional Requirement</u> : to be applied where evidence of residential address needs to be established by an agency in addition to evidence of the identity</p> <p>Relevant for higher risk transactions</p> <p>Applicable to situations where the agency specifies that one document must be a birth certificate or a passport / visa</p> <p>See above</p> <p>See above</p>

Business Rule	Comment
<p>Low Risk</p> <p>3 documents must be produced :</p> <ul style="list-style-type: none"> • Can be from either Group <p>If any of the produced documents do not establish a current residential address, a 4th document of this nature is required.</p>	<p>The combination of 3 documents is intended to provide multiple evidence of the stated identity</p> <p><i>Optional Requirement</i> : to be applied where evidence of residential address needs to be established by an agency <u>in addition</u> to evidence of the identity</p>
<p>3. <u>NON-INDIVIDUAL EOI</u></p> <p>Australian Business Number Certificate</p> <p>Registration of Business Name</p>	<p>Procedures to be applied to corporate and non-corporate entities</p> <p>A person acting on behalf of a company / business is required to provide full EOI in accordance with the designated risk category for the transaction</p> <p>Document issued by Australian Securities Commission</p> <p>Document issued by Corporate Affairs Office</p>
<p>4. <u>CHANGE OF NAME</u>³</p> <p>For an Individual :</p> <p>Designated documents in accordance with the relevant Risk Category in the current or former name</p> <p>and</p> <p>One of the following (where applicable) -</p> <ul style="list-style-type: none"> • Marriage Certificate • Change of Name Registration • Divorce paper indicating name being reverted to • Guardianship Order • Adoption paper 	<p>Where an individual or business operates in the community under a different name, evidence of the name change is required</p> <p>A birth certificate and one of the documents listed below evidence the link between the original and the new name, and therefore could be considered as one document</p> <p>A document issued by BDM Registry</p> <p>A document issued by BDM Registry</p> <p>A document issued by a Court</p> <p>A document issued by the relevant authority</p> <p>A document issued by a Court</p>

³ Covers situations where : an individual has changed their name (eg following marriage); an individual wishes to be known in some transactions under a different name; or where, having legally changed their name, the individual or corporate entity applies to change their documented identity in a formal database (eg land title)

Business Rule	Comment
<p>For a corporate or business entity :</p> <ul style="list-style-type: none"> • Certificate of Incorporation <p>or</p> <ul style="list-style-type: none"> • Other satisfactory evidence of incorporation or registration 	<p>Document issued by Australian Securities Commission</p> <p>Document issued by State Corporate Affairs Office</p>
<p>5. <u>NON-STANDARD EOI</u></p> <p>Where an applicant is unable to provide one or more of the specified documents, they are to be referred back to the responsible agency for processing.</p>	<p>Covers situations where an applicant is unable to produce specified documents</p> <p>Individual agencies to develop appropriate procedures and accepted substitute documents to enable the transaction to be completed. This may include the use of a Non-Standard EOI form to be completed by the applicant.</p>