

Verification of identity documents: tobacco licence

When to use this form

Use this form if you were unable to verify your identity online using the Service Victoria portal. This form should be submitted along with **certified copies** of identity documents as outlined.

Evidence of identity

To finalise your application to Tobacco Licensing Victoria (TLV), you will need to verify your identity using:

- a satisfactory Commencement of Identity document
- a satisfactory Use in the Community document

If your name differs between these documents, you will also need to provide a Change of Name document. TLV may request further information or take additional steps to verify your identity if required.

Accepted documents

You must provide **certified copies** of the following documents to verify your identity. Do not submit original documents to TLV.

ONE of the following Commencement of Identity documents:

- A full **Australian birth certificate** (not a birth extract or birth card) in your name or former name issued by a State or Territory registry of Births, Deaths and Marriages.
- An **Australian passport** in your name or former name which is current, or which has expired within the last three years.
- A **foreign passport** with a **valid Australian visa** in your name or former name.
- A current **ImmiCard** in your name issued by the Commonwealth Department of Home Affairs.
- An **Australian citizenship certificate** in your name or former name.

And ONE of the following Use in the Community documents:

- An **Australian driver licence** or **learner permit**
- A **Medicare card**.
- An **Australian passport** in your name or former name which is current, or which has expired within the last three years. Note this document cannot be used to verify use in community if already used as a Commencement of Identity document.

At least one of the documents provided must include a photo.

Change of name

If the Commencement of Identity document provided does not contain your current name, you must provide a Change of Name document.

Accepted Change of Name documents are:

- a **marriage certificate** issued by a State or Territory registry of Births, Deaths and Marriages,
- or**
- a **change of name certificate** issued by a State or Territory registry of Births, Deaths and Marriages

To see the current Service Victoria identity verification standards, please visit www.service.vic.gov.au/about-us/service-victoria-identity-verification-standards.

Obtaining certified copies of identity documents

A 'certified copy' is a document that has been verified as a true and correct copy of the original by someone with the legal authority to do this.

The certifier needs to see both the original document and the copy at the same time. They will examine the copy, then stamp and sign it.

How to certify a document

1. Make a clear copy of your original document/s:
 - If you don't have a photocopier or scanner, visit a print shop or your local library.
 - The copy can be in black and white.
2. Take the original document/s and the copy to a person authorised to certify copies.
 - A full list of people who are authorised is available at justice.vic.gov.au/certifiedcopies
3. The certifier must certify that each copy of an original document is true and correct, by:
 - physically sighting the original document and the copies of the front and back at the same time
 - stamping (if available), signing and annotating the copy of the document with wording similar to 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'.

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- providing the following details:
 - full name
 - telephone number
 - qualification
 - registration number (if relevant)
 - date of certification.
- If the original document is more than one page long, the certifier must:
 - initial or sign the bottom of each page of the copy (front and back)
 - number each page if the pages are not numbered.

Providing documents from outside of Australia

If you live outside Australia or do not have the required Commencement of Identity and/or Use in the Community Documents, you must provide certified copies of equivalent foreign documents.

To certify documents outside Australia, take a copy and the original document to:

1. An Australian consulate or embassy official
2. A Notary Public
3. A local member of the police.

Documents in other languages

Copies of documents in a language other than English must also include an English translation of the document by an accredited translator and a statement from the translator indicating that it is a true and accurate translation of the original document.

The statement must also include the translator's full name and official stamp or seal or translator's identification number.

Translating documents in Australia

Visit the National Accreditation Authority for Translators and Interpreters website for a list of professional accredited translators: naati.com.au/online-directory

Translating documents overseas

Visit the International Federation of Translators (IFT) website for a list of translation associations. Some of these are approved by authorities to provide certified translations: en.fit-ift.org/members-directory

Check with the translation service that they are approved to translate official documents for use in Australia before they translate your documents.

Privacy

Tobacco Licensing Victoria (TLV) is committed to protecting the personal information we collect about you, and to handle and manage your personal information in compliance with our obligations under the *Privacy and Data Protection Act 2014* and the *Tobacco Act 1987*. The personal information collected will only be used for the purposes of fulfilling the functions of the Regulator under the *Tobacco Act 1987*.

Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process, information provided may be forwarded to Victoria Police to conduct criminal history checks and ascertain suitability of the applicant holding or obtaining a tobacco licence.

You may request access to the personal information we hold about you by making a request under [Freedom of Information](#). If you have any concerns or questions about the way we collect your information, you can write to us at contacttobacco@justice.vic.gov.au or read the DJCS Information Privacy Policy at www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy.

Further help and information

If you need help or are unable to submit this form via email, you can

- visit the TLV website at www.vic.gov.au/tobacco-licensing
- email TLV at contacttobacco@justice.vic.gov.au

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Details of person whose identity is to be verified

Given name(s):

.....

Middle name(s):

.....

Family name:

.....

Previous name(s):

.....

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Phone:

.....

Email:

.....

Tobacco licence details

Please provide the details of the tobacco business or premises this form relates to.

If you are submitting this form in support of a new licence, complete only the sections where this information is known.

Tobacco licence number or application number:
(if known)

.....

☐ Not applicable

Licensee / proposed licensee name:
(person, partnership or body corporate):

.....

Licensee / proposed licensee premises address

Street:

.....

Suburb/City:

.....

State:

Post code:

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Attached identity documents

Please provide details of the certified copies of identity documents you intend to submit with this form to verify your identity.

Commencement of Identity documents

Please indicate which **ONE** of the below documents you will submit to verify your identity.

Select **ONE**

- ☐ **A. A full Australian birth certificate** (not a birth extract or birth card) issued by a State or Territory registry of Births, Deaths and Marriages.

☐ This document has been certified.

Certificate number:

.....

Date issued:

D	D	M	M	Y	Y	Y	Y
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- ☐ **B. An Australian passport** which is current or which has expired within the last three years.

☐ This document has been certified

Passport number:

.....

Passport expiry:

D	D	M	M	Y	Y	Y	Y
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- ☐ **C. A foreign passport** which is current, with a **valid Australian visa** which is current.

☐ This document has been certified

Passport number:

.....

Visa number:

.....

- ☐ **D. A current ImmiCard** issued by the Commonwealth Department of Home Affairs.

☐ This document has been certified

Card number:

.....

Card expiry:

D	D	M	M	Y	Y	Y	Y
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- ☐ **E. An Australian citizenship certificate.**

☐ This document has been certified

Certificate number:

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Use in the Community documents

Select ONE

- ☐ A. An **Australian driver licence or learner permit.**

☐ This document has been certified

Licence number:

Expiry date:

D	D	M	M	Y	Y	Y	Y
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- ☐ B. A Medicare card.

☐ This document has been certified

Medicare card number:

Individual reference number:

..... This number appears to the left of your name

Valid to:

M	M	Y	Y	Y	Y
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- ☐ C. An **Australian passport** which is current, or which has expired within the last three years.

Note this document cannot be used to verify use in community if already used as a Commencement of identity Document.

☐ This document has been certified

Passport number:

Passport expiry:

D	D	M	M	Y	Y	Y	Y
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If you are providing another form of identification or a document not listed above, please **describe the document** to be provided and the **reason for submitting it**.

TLV may contact you to request additional information or documentation if you submit an alternative form of identification in place of those listed.

Optional attachments

Change of Name (if relevant)

If your current name does not match your Commencement of Identity documents, you must also provide **ONE** document that shows the change.

- ☐ **A. A change of name certificate** issued by a State or Territory registry of Births, Deaths and Marriages.

☐ This document has been certified

Registration number:

- ☐ **B. A marriage certificate** issued by a State or Territory registry of Births, Deaths and Marriages.

☐ This document has been certified

Registration number:

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Declaration and signature

I declare that:

- the information I have provided in this form is complete and correct.
- I am authorised to provide the information in this form and share the attached documents.

I understand that:

- the identification documents I provide to TLV will be checked with the issuing authority to confirm validity. In providing these documents, I consent to the agency validating the documents with the issuing authority.
- giving false or misleading information is an offence under the *Tobacco Act 1987*.
- making or using false documents is an offence under the *Crimes Act 1958*.
- TLV will only use the information provided in this form in a way permitted by law.

☐ I have read, understood and agree to the above.

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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Name: (Given name(s), middle name(s), family name)

Signing this form

To sign this form digitally, you must save the file to your computer or mobile and open it in Adobe Reader.

You won't have the option to sign this form if you open it in your web browser.

You can use the free version of Adobe Reader – no purchase or subscription is required to sign this document.

Submitting this form

To submit this form, please email the completed and signed form and certified copies of your identity documents to contacttobacco@justice.vic.gov.au

Do not submit original identity documents to TLV by mail.

If you need help or are unable to submit this form via email, you should contact TLV at contacttobacco@justice.vic.gov.au