



EVIDENCE OF IDENTITY REQUIREMENTS

Date	
First Name	
Last Name	

TLILIC0003 – Licence to operate a forklift truck

A candidate must produce, and an assessor must sight, three matching, original evidence of identity (EOI) documents before undertaking an assessment or reassessment.

An assessor must keep a copy of the EOI documents (*except financial institution debit/credit card*) on the candidate file. Where a financial institution debit/credit card is sighted as an EOI, an assessor 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 a candidate's full name. At least one **Category A or B** document must show the candidate's **signature** and **date of birth**.

The candidate's details on the CAS and those entered in the Assessor Portal must match the details on the EOI documents.

NOTE:

The original EOI documents **must be** produced on the first day of training for the trainer to verify currency and authenticity.

Change of Name

If a candidate has changed their name and the name on the EOI documents is different to the name they want the HRW licence to appear in, an assessor will need to sight and retain a copy of a change of name document. The CAS and the Assessor Portal must be completed in the name recorded on the change of name document.

High Risk Work (HRW) Candidate assessment summary

Evidence of identity (EOI) requirements for application (should you not hold one of the Department of Transport and Main Roads identification types).

You will need to provide EOI documents that you presented during assessment; i.e. One category A + two category B OR two category A + one category B from the following list.

(At least one category A document must be photographic and show a full name and date of birth (DOB)).

Category A documents	Status
<input type="checkbox"/> Australian Birth Certificate - full (not an Extract or a Commemorative Certificate) <input type="checkbox"/> Bicentennial Birth Certificate (born in 1988) <input type="checkbox"/> Australian Citizenship Certificate/Naturalisation Certificate <input type="checkbox"/> Department of Immigration and Border Protection (DIBP) <ul style="list-style-type: none"> - Certificate of Evidence of Resident Status - Visa Evidence Card (with PLO56 Visa) <input type="checkbox"/> Queensland or Federal police officer photo identity card. <input type="checkbox"/> Queensland High Risk Work licence (photographic)	Current
<input type="checkbox"/> Australian Passport (including Australian Document of Identity) <input type="checkbox"/> Foreign Passport <input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Queensland Accreditation/Authorisation (laminated) <ul style="list-style-type: none"> - Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate - Bus; taxi; limousine driver 	Current or expired less than two years
<input type="checkbox"/> DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted.	Valid up to five years after issue
<input type="checkbox"/> Queensland Card 18+ (laminated)	Issued after 01/01/1992
Category B documents	Status
<input type="checkbox"/> Australian Defence Force photo identity card (excluding civilians) <input type="checkbox"/> Australian Firearm Licence (with photo) <input type="checkbox"/> Australian Security Guard/Crowd Controller Licence (with photo) <input type="checkbox"/> Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) <input type="checkbox"/> Education institution student identity document (must include photo and/or signature) <input type="checkbox"/> Financial institution debit/credit card (must include signature and embossed/printed name) <input type="checkbox"/> Medicare card (Green, Blue or Yellow) <input type="checkbox"/> Interstate government-issued or government-approved Proof of Age Card	Current

Change of name

If a you have changed your name and the name on the EOI documents is different from the name you wish the HRW licence to appear in, you will need to provide a change of name document from the below list.

Change of name documents	Status
<input type="checkbox"/> Australian Marriage Certificate (ceremonial marriage certificates are not accepted) <input type="checkbox"/> Australian civil partnership/relationship certificate <input type="checkbox"/> Australian Change of Name Certificate <input type="checkbox"/> Australian Birth Certificate (amended and/or with notations)	Issued by relevant Registrar of Births, Deaths and Marriages
<input type="checkbox"/> • Divorce papers, Decree Nisi or Absolute (must show the name being reverted to)	Issued by relevant court
<input type="checkbox"/> • Deed Poll	Issued prior to 01/02/2004