

Application for a Keypass identity card



Use this application form to apply for a new Keypass identity card, or to change the name and / or address on your current Keypass identity card.

How to apply

1. To apply for a new Keypass identity card:

- To be eligible to apply for a Keypass identity card you must be at least 17 years and 11 months old. The card will be valid for use from your 18th birthday.
- Complete compulsory sections 1, 2 and 8, and one of the optional sections 3, 4 or 5.
- Prove your age by providing an original proof of age document from the proof of age list below.
- Prove your identity by either:
 - Providing sufficient original proof of identity documents from the table in section 3; or
 - Asking your parent / guardian to complete the statutory declaration in section 4; or
 - Asking an authorised person who has known you at least 12 months to complete the statutory declaration in section 5.

2. To change the name and / or address on your current Keypass identity card:

- Complete compulsory sections 1, 2 and 8.
 - Provide your existing Keypass identity card (this will be kept by Australia Post as part of your application).
This card must not be expired.
 - Prove your change of name and / or change of address by providing:
 - An original change of name document from the change of name list below; or
 - An original document with your current address from the table in section 3.
- Note: The name on the document you provide must match the name on your existing Keypass identity card.

3. Where to lodge your application form

You need to lodge your application at a participating Australia Post retail outlet. To locate the outlet closest to you go to auspost.com.au/pol or call 13 POST (13 7678).

4. What to bring to the Australia Post retail outlet

- Completed application form.
- Your original identity documents (to prove your age, your identity and / or your change of details).
- If the parent / guardian statutory declaration is being used (section 4), your parent / guardian must accompany you to the interview.
- A fee will be required when lodging the application.

5. What happens when I lodge my application?

- Australia Post will verify your details, copy your original documents, take your photo, and issue you with a receipt (please keep this receipt until you have received your card).
- A secondary check will also be performed after your application is lodged to confirm your details.
- If your application is successful your card will be sent in the mail. Allow 10 working days for the card to arrive.
- If your application is unsuccessful you will receive a letter in the mail stating the reason.

Proof of age

You must be able to provide proof of your age. An original of one of the following documents will be required:

- | | | |
|--|---|--|
| • Australian birth certificate (not an extract) | • Foreign birth certificate (with translation by a government department) | • Australian driver licence / learner permit |
| • Australian passport (may be expired up to two years) | • Foreign passport (with translation by a government department) | • Immicard issued by the Department of Immigration and Border Protection |
| • Australian citizenship certificate | | |

Change of name

The name on your application must match the name on your proof of age and proof of identity documents. If you have changed your name, you must provide an original of one of the following documents, evidencing the name change.

- | | | |
|------------------------------|--|--|
| • Deed poll | • Marriage certificate (Australian) | • Divorce papers (Australian) |
| • Change of name certificate | • Marriage certificate (foreign with translation by a government department) | • Divorce papers (foreign with translation by a government department) |

Application for a Keypass identity card



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Warning: It is a criminal offence to provide misleading or false information. Individuals who provide false or misleading information may be subject to prosecution under Commonwealth law.

Please note once the application is lodged and payment made the application fee will not be refunded.

Please present this application form along with your proof of age, and proof of identity documents (must be originals) when you attend a participating Australia Post retail outlet to apply.

1. Details of applicant

Title Family name / surname

Given name(s) (full name(s) no initials)

Preferred contact number Other contact number

Date of birth (DD/MM/YYYY) Gender Male Female Other

Email address

2. Current residential address

Unit number / street number / street name

Suburb State Postcode

3. Applicant's Proof of Identity

If you cannot provide a photograph ID please proceed to either section 4 or 5 of this form.

- You must provide three proof of Identity documents.
- The documents must include at least one Category A document and one Category B document. The third document can be from either Category A or B.
- Your photograph must be on at least one document.
- If no document from Category A or B has your current residential address, a document from category C must be provided as an additional support document. This additional support document must contain your name.

Category A (at least one)	Category B (at least one)	Category C
<input type="checkbox"/> Australian birth certificate (not an extract) <input type="checkbox"/> Australian passport (may be expired up to two years) <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Foreign birth certificate (with translation by a government department) <input type="checkbox"/> Foreign passport (current with translation by a government department)	<input type="checkbox"/> Australian driver licence / learner permit <input type="checkbox"/> Immicard issued by the Department of Immigration and Border Protection <input type="checkbox"/> Tertiary ID card from a recognised Australian educational institution <input type="checkbox"/> Medicare card <input type="checkbox"/> Notice of Assessment for income tax (no older than 12 months) <input type="checkbox"/> Centrelink benefit card <input type="checkbox"/> Department of Veterans' Affairs (DVA) card <input type="checkbox"/> Australian Defence Force photo ID <input type="checkbox"/> Private health insurance membership card	<input type="checkbox"/> Motor vehicle registration <input type="checkbox"/> Utility notice <input type="checkbox"/> Council rates notice <input type="checkbox"/> Telecommunications bill

4. Parent / guardian statutory declaration

1. If choosing the parent / guardian statutory declaration option, the parent / guardian must complete and sign the parent / guardian statutory declaration below.
2. The making of this statutory declaration must be witnessed by one of the following authorised persons (refer below). There is no requirement for the witness to have known the applicant.
 - Justice of the Peace
 - Member of the State Police Force
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
3. The parent / guardian must take with them one form of identification for themselves (from Category A or B in the table in section 3) to provide to the witness.
4. An endorsed photo of the applicant must be included with the application. This photo should meet passport requirements. The parent / guardian must endorse the back of the photo with "This is a true photo of (insert name of applicant)." Both the parent / guardian and the witness must sign the photo.
5. The parent / guardian is required to accompany the applicant to the interview at Australia Post and must take with them one form of photo identification for themselves (from Category A or B in the table in section 3). This document will be copied at the outlet.

Warning: making a false statutory declaration is an offence and may result in prosecution.

Parent / guardian statutory declaration


I _____
Title Given name(s) (full name(s) no initials) Family name / surname
of _____
Unit number / street number / street name Suburb State Postcode

make the following declaration under the Statutory Declarations Act 1959:

that: _____
Title Given name(s) (full name(s) no initials) Family name / surname
of _____
Unit number / street number / street name Suburb State Postcode

the applicant, whose date of birth is _____


is my son daughter ward and I attest to their identity. I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Signature of declarant (parent / guardian) Contact number (office hours)
Please sign in black ink inside the box  _____

Details of witness: the witness must;

- be at least 18 years of age;
- sign the endorsed photo; and
- witness the signature of the person completing the statutory section.

Declared at _____
Unit number / street number / street name Suburb State Postcode

Before me (signature of witness) Witness occupation
Please sign in black ink inside the box  _____

on _____
day of month year

Name of witness (please print) _____
Title Given name(s) (full name no initials) Family name / surname

Address of witness _____
Unit number / street number / street name Suburb State Postcode

5. Authorised person statutory declaration

1. If choosing the Authorised person statutory declaration option, the applicant must provide a completed statutory declaration from a person who is an authorised person (refer below).

- Justice of the Peace
- Member of the State Police Force
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

2. The person making the statutory declaration must:

- Be one of the above authorised persons;
- Have known the applicant for at least one year and must know the applicant well;
- Be contactable by telephone during normal business working hours;
- Be an Australian citizen;
- Endorse a photo (which the applicant must provide as proof of identity); and
- Fill in the declaration on this form.

3. Photo endorsement Instructions:

This photo should meet passport requirements. The authorised person making the statutory declaration must endorse the back of the photo with "This is a true photo of (insert name of applicant)" and sign it.

4. The applicant's current residential address must be included in the statutory declaration.

Warning: making a false statutory declaration is an offence and may result in prosecution.

Authorised person statutory declaration

I _____
Title Given name(s) (full name(s) no initials) Family name / surname
Declarant's occupation Declarant's profession (eg membership / officer / registration no.)

of _____
Unit number / street number / street name Suburb State Postcode

make the following declaration under the Statutory Declarations Act 1959:

I have known: _____
Title Given name(s) (full name(s) no initials) Family name / surname

of _____
Unit number / street number / street name Suburb State Postcode

for _____ years and attest to his / her identity.

I have endorsed a photo of the applicant by signing the back of the photo of him / her.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Signature of declarant Phone number (office hours)

**Please sign in
black ink
inside the box** 

Details of witness: the witness must;

- be at least 18 years of age, and
- witness the signature of the person completing the statutory section.

Declared at _____
Unit number / street number / street name Suburb State Postcode

Before me (signature of witness)
 Witness occupation

**Please sign in
black ink
inside the box** 

on _____
day of month year

Name of witness (please print) _____
Title Given name(s) (full name no initials) Family name / surname

Address of witness _____
Unit number / street number / street name Suburb State Postcode

6. Change of details

Complete this section if you have an existing Keypass identity card and you need to change the name and / or address on your card.

For **change of name** you must provide:

- Your existing Keypass identity card (this will be kept by Australia Post as part of your application); and
- A change of name document from the approved list below.
 - Deed poll
 - Marriage certificate (Australian)
 - Foreign marriage certificate (with translation by a government department)
 - Change of name certificate
 - Divorce papers (Australian)
 - Foreign divorce papers (with translation by a government department)

For **change of address** you must provide:

- Your existing Keypass identity card (this will be kept by Australia Post as part of your application); and
- A document with your current residential address from category A, B or C from the table in section 3. A copy of the document will be taken. The name on this document must match the name on your existing Keypass identity card.

7. Privacy details

The information requested on this form is being collected by Australia Post in order to validate your identity for the purpose of producing a Keypass identity card. Your application will not be able to be processed if you do not provide this information. Your personal information is managed in accordance with Australia Post's privacy policy which is available at auspost.com.au. Australia Post may only disclose the information provided by you if required or authorised by law, or in accordance with our privacy policy. You may obtain access to your personal information by contacting the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001.

Marketing opt-in

In addition to providing you with a KeyPass identity card, Australia Post can send you information relating to products and services offered by other businesses. As part of providing this service, Australia Post will not send your personal information to other businesses.

Please cross the box if you would like to receive this information.

Future use opt-in

Australia Post offers a variety of identity verification services. These services are designed to make it easier for you to transact with Australia Post and other businesses that use these services. By crossing the box below, you provide consent for Australia Post and other relevant businesses to use your personal information provided in this form to verify your identity for ongoing purposes.

Please cross this box if you consent to such use

8. Declaration by applicant

Do not sign this form in advance.

Your signature must be witnessed by the Australia Post verifier.

Declaration

I declare that the information in this application form is true and correct.

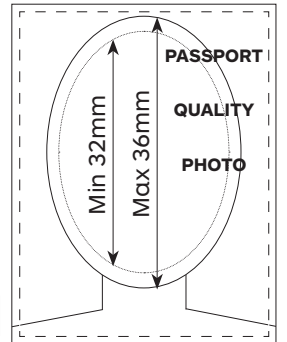
Please sign in black ink inside the box in the presence of an Australia Post verifier



Photo to be attached by Australia Post officer only

Date

Secure photo face up



Australia Post use only

I, the Verifier listed below, hereby certify that;

1. This application relates to the person listed in section A.
2. The identity verification was carried out on the date shown below.
3. The identification documents recorded in the Point of Sale system were produced to me and appear to be originals.
4. The person being identified appears to have similar facial characteristics as the person in the provided photo.
5. I witnessed the applicant sign this application form.
6. The identity verification has been conducted in accordance with standard procedures.

Verifier's name

Verifier's signature

Comments

Date

Work centre code

