



Business Licensing Authority

Second-Hand Dealer and Pawnbroker Individual Application

Second-Hand Dealers and Pawnbrokers Act 1989

Please read the Second-Hand Dealers and Pawnbrokers Guide before completing this form

Who should complete this form?

- This form should be completed by **individuals**:
 - applying for a new registration as a second-hand dealer (with or without pawnbroker endorsement), or
 - currently registered as a second-hand dealer also wanting to be endorsed as a pawnbroker.Do not use this form if you are a company applying for registration. Company applications can be printed from the website **www.bla.vic.gov.au** or are available from the Business Licensing Authority on 1300 13 54 52.
- If you intend to carry on the second-hand dealing or pawnbroking business in partnership with another person or company, each business partner must complete a separate application form and be registered with, and if necessary endorsed by, the Business Licensing Authority.
- In accordance with section 6(1) of the *Second-Hand Dealers and Pawnbrokers Act 1989*, the Business Licensing Authority cannot register a person as a second-hand dealer or endorse them as a pawnbroker if:
 - they are an insolvent under administration. This means:
 - bankrupt in respect of bankruptcy from which they have not been discharged
 - they have executed a deed of arrangement under Part X of the *Bankruptcy Act 1966*
 - their creditors have accepted a composition under Part X of the *Bankruptcy Act 1966*
 - they have made a debt agreement under Part IX of the *Bankruptcy Act 1966*, or
 - they are a represented person within the meaning of the *Guardianship and Administration Act 1986*? This means that a guardian and/or administrator has been appointed by a court to make legal and/or financial decisions for them.
- Section 3 of the *Second-Hand Dealers and Pawnbrokers Act 1989* sets out the definitions of a 'second-hand dealer', 'pawnbroker', 'second-hand goods', 'associates', 'spouse' and 'domestic partner'.
- If you have difficulty in understanding the Act you should seek independent legal advice.

Penalty for unregistered trading (One penalty unit = \$113.42)

- You are not permitted to carry on a second-hand dealing business in Victoria unless you are registered with the Business Licensing Authority (fine of 100 penalty units).
- You are not permitted to carry on a pawnbroking business in Victoria unless your second-hand dealer registration is endorsed for pawnbroking by the Business Licensing Authority (fine of 100 penalty units).

Warning on providing false information

Under section 16 of the *Second-Hand Dealers and Pawnbrokers Act 1989*, it is an offence for a person to knowingly or recklessly make a false or misleading statement in relation to an application (fine of 20 penalty units).

If any change occurs in the information you have provided for your application, you must notify the Business Licensing Authority in writing, within seven days of becoming aware of the change (fine for not notifying of changes is 10 penalty units).

See next page for information on fees and how to lodge your application.



Business Licensing Authority
113 Exhibition Street Melbourne
Office hours 8.30am-5pm Monday to Friday
(closed on public holidays)
GPO Box 322B Melbourne 3001
Telephone 1300 13 54 52 **www.bla.vic.gov.au**
PRS 9620 1942

Privacy

The Business Licensing Authority is committed to responsible and fair handling of personal information, consistent with the *Information Privacy Act 2000* and its obligations under the *Business Licensing Authority Act 1998*. We may need to disclose your personal information to other State and Commonwealth agencies to check or confirm the information you have provided. You can request access to your personal information by contacting us. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy policy is available at www.bla.vic.gov.au or by contacting us.

Please read the **Second-Hand Dealers and Pawnbrokers Guide** before completing this form.

The fee for applying for registration as a second-hand dealer is **\$124.90** (non refundable).

If you are applying for endorsement to be a pawnbroker you must also provide the **\$454.00** endorsement fee.

This fee will be refunded if your application for endorsement to be a pawnbroker is not successful.

There is no GST payable on any fee.

Fees can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to 'Business Licensing Authority'. If paying by credit card fill in your credit card details below.

Credit card details

Visa Mastercard Amex Amount

Card number

Name of cardholder Card expiry date /

Signature of cardholder X Date /

How to lodge your application

- You will need to attach other documents and identification as part of your application. A list of the documents required is provided in the Document Checklist on the last page of this form.
- When you have completed and attached all the necessary documents, lodge your application and payment of \$124.90 by:
sending it by post to:
Business Licensing Authority
GPO Box 322B Melbourne 3001
OR personally delivering to:
Business Licensing Authority
113 Exhibition Street Melbourne
Office hours are 8.30am-5pm Monday to Friday

What happens when you lodge your application

- You will receive an acknowledgement that your application has been received.
- Your application is then processed and considered by the Business Licensing Authority. If the form is completed correctly and all the necessary documents four to six weeks. You may be required to provide further information.
- Details of your application will be provided to the Victoria Police and Consumer Affairs Victoria, who make relevant inquiries and report back to the Business Licensing Authority.
- You will be notified of the Authority's decision by letter and if your application is successful, you will receive a certificate of registration.



Business Licensing Authority
113 Exhibition Street Melbourne
Office hours 8.30am-5pm Monday to Friday
(closed on public holidays)
GPO Box 322B Melbourne 3001
Telephone 1300 13 54 52 www.bla.vic.gov.au
PRS 9620 1942

Privacy
The Business Licensing Authority is committed to responsible and fair handling of personal information, consistent with the *Information Privacy Act 2000* and its obligations under the *Business Licensing Authority Act 1998*. We may need to disclose your personal information to other State and Commonwealth agencies to check or confirm the information you have provided. You can request access to your personal information by contacting us. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy policy is available at www.bla.vic.gov.au or by contacting us.

Business details

11. What type of goods will you be trading in? (tick all that apply)

- Antiques Electrical Musical
Jewellery Coins, stamps & other collectables instruments, CDs,
Car parts Scrap metal records/tapes

Source of car parts and/or scrap metal (specify)

Other (specify)

12. Provide details for each premises you intend to trade from. Specify what type of business will be conducted from each premises (second-hand dealer only or second-hand dealer and pawnbroker).

Attach a separate list if there are more than two premises

Main trading premises

Address

Postcode

Telephone number

Fax number

Type of business at this premises (tick one only)

- Second-hand dealer only Second-hand dealer and pawnbroker

Business name used for this premises (if applicable)

Business name registration number

Date name registered

 / /

Other trading premises (if applicable)

Address

Postcode

Telephone number

Fax number

Type of business at this premises (tick one only)

- Second-hand dealer only Second-hand dealer and pawnbroker

Business name used (if different from main trading premises)

Business name registration number

Date name registered

 / /

Permission applications

In considering your application, the Business Licensing Authority must take into account any criminal records. Some questions on this page ask if you have been found guilty of any offence. If you are unsure about answering yes or no to these questions, you should contact the Victoria Police, Criminal Records Branch Public Enquiries Section on 9247 5906.

The Business Licensing Authority will carry out checks to verify the answers you give in this form.

13. Have you **ever** been found guilty (whether or not a conviction was recorded) of an offence involving fraud, dishonesty, violence or drug trafficking, punishable by imprisonment for three months or more (whether or not any penalty of imprisonment was imposed)? Note: a conviction or finding of guilt for an offence in a jurisdiction outside of Victoria may be subject to a Spent Convictions Scheme. Refer to note on second last page.

No Go to question 14.

Yes Were you found guilty **within the last five years**?

No Go to question 14.

Yes You **must** also complete a 'Permission Application' form as part of your application. Go to question 14.

14. Have you ever been found guilty (whether or not a conviction was recorded) of any other offence in Australia or elsewhere?

No Go to question 15.

Yes Attach a separate sheet with details of the offence(s), including type of offence(s), dates and outcomes

15. Are you:

- currently suspended or disqualified from holding a licence, registration or permission to conduct any occupation, profession or business in Australia, or have you:
- within the last five years, had a licence, registration or permission to conduct any occupation, profession or business in Australia cancelled or disqualified?

No Go to question 16.

Yes You **must** also complete a 'Permission Application' form as part of your application. Go to question 16.

16. Are you currently or have you ever been a director of a company?

No Go to the next page

Yes Go to question 17.

17. Are any companies that you are or were a director of currently suspended from having a licence, registration or permission to conduct any occupation, profession or business in Australia?

No Go to question 18.

Yes You **must** also complete a 'Permission Application' form as part of your application. Go to question 18.

18. Have any companies that you were a director of at the time:

- within the last five years, been found guilty (whether or not a conviction was recorded) of an offence involving fraud, dishonesty, violence or drug trafficking, punishable by imprisonment for three months or more (whether or not any penalty of imprisonment was imposed), or
- within the last five years, had a licence, registration or permission to conduct any occupation, profession or business in Australia cancelled or disqualified?

Note: a conviction or finding of guilt for an offence in a jurisdiction outside of Victoria may be subject to a Spent Convictions Scheme. Refer to note on second last page.

No Go to the next page

Yes You **must** also complete a 'Permission Application' form as part of your application.

Note: Permission Application forms can be printed from the website www.bla.vic.gov.au or are available by calling 1300 13 54 52.

Associates

The next three pages ask you questions about your associates. To determine your eligibility to be registered as a second-hand dealer and endorsed as a pawnbroker, the Business Licensing Authority must take into account your associates.

Your associates are:

- your husband, wife or domestic partner if they are, have been, or are going to be involved in your second-hand dealing or pawnbroking business. (A domestic partner is any person (irrespective of gender) who you are not married to but are in a relationship as a couple – refer to the definition in the Guide for further information), or
- any business partners (this can be other individual persons or a company), or
- any person or company you have entered into a business arrangement or relationship with in respect of a second-hand dealing or pawnbroking business (including any employee who will share in the profits of the second-hand dealing or pawnbroking business).

19. Do you have a husband, wife or domestic partner?

No Go to question **22.** on the next page

Yes Go to question **20.** below

20. Is your husband, wife or domestic partner:

- currently involved, or
- have they ever been involved, or
- are they going to be involved

in your second-hand dealing or pawnbroking business?

No Go to question **22.** on the next page

Yes Your husband, wife or domestic partner is your associate. You must provide their details here.

Is this your husband, wife or domestic partner?

Husband Wife Domestic partner

Title (Mr/Ms/Mrs/Dr etc)

Surname

Given names

Date of birth

Residential address (P.O. Boxes not accepted)

Postcode

Contact telephone number

Has your husband, wife or domestic partner ever been known by another name (this includes maiden name, previous married name etc)?

No Go the next question below

Yes What name(s) have they also been known by?

Will your husband, wife or domestic partner be a business partner in the second-hand dealing or pawnbroking business?

No Go to **21.**

Yes Your husband, wife or domestic partner also needs to be registered as a second-hand dealer and if necessary, endorsed as a pawnbroker. They must complete an individual application form and lodge it with the Business Licensing Authority.

Go to **21.**

21. Your husband, wife or domestic partner must read this statement regarding police and other checks and sign in the space provided below. By signing, they indicate their agreement and consent.

Statement by associate of consent and authorisation

I consent to the Business Licensing Authority checking the records of:

- the Victoria Police
- any other police force in Australia, and
- any federal or state occupation or business licensing or registration authority

in relation to information about or relating to me contained in this application and, if the applicant is registered as a second-hand dealer or endorsed as a pawnbroker, from time to time as is deemed necessary by the Business Licensing Authority whilst I am an associate of the registered second-hand dealer or endorsed pawnbroker, and to the release to the Business Licensing Authority of information about me regarding any findings of guilt of any offence, whether or not a conviction is recorded, any charge pending against me, any investigation being undertaken against or involving me, any complaint made against or involving me, or any other information known about or relevant to me.

I also authorise the Business Licensing Authority to make, require or arrange any search or request for information about me required to verify the information about me contained in this application or any information about me provided to the Business Licensing Authority by the applicant or myself in the course of or relating to this application or, if the applicant is registered as a second-hand dealer or endorsed as a pawnbroker, from time to time as is deemed necessary by the Business Licensing Authority whilst I am an associate of the registered second-hand dealer or endorsed pawnbroker.

I also consent to the Business Licensing Authority releasing any information about, relating to, or involving me to the applicant and, if the applicant is registered as a second-hand dealer or endorsed as a pawnbroker, to the registered second-hand dealer or endorsed pawnbroker whilst I am an associate of the registered second-hand dealer or endorsed pawnbroker.

I hereby agree to the 'Statement by associate of consent and authorisation' as printed above.

Signature of husband, wife or domestic partner

Date

Go to question **22.** on the next page

Associates (continued)

22. Do you have:

- any business partners (other than your husband, wife or domestic partner nominated at question 17). This can be other individual persons or a company, or
- any person or company you have personally entered into a business arrangement or relationship with in respect of a second-hand dealing or pawnbroking business (including any employee who will share in the profits of a second-hand dealing or pawnbroking business)?

No Go to question 23. on the next page

Yes You must provide details and signatures of every associate who is defined above. Each associate must read the statement below regarding police and other checks and sign in the space provided on this page. By signing, they indicate their agreement and consent. Photocopy this page if you need to list more than one associate.

Statement by associate of consent and authorisation

I consent to the Business Licensing Authority checking the records of:

- the Victoria Police
- any other police force in Australia, and
- any federal or state occupation or business licensing or registration authority

in relation to information about or relating to me or the associate company contained in this application and, if the applicant is registered as a second-hand dealer or endorsed as a pawnbroker, from time to time as is deemed necessary by the Business Licensing Authority whilst I am, or the associate company is, an associate of the registered second-hand dealer or endorsed pawnbroker, and to the release to the Business Licensing Authority of information about me or the associate company regarding any findings of guilt on any offence, whether or not a conviction is recorded, any charge pending against me or the associate company, any investigation being undertaken against or involving me or the associate company, any complaint made against or involving me or the associate company, or any other information known about or relevant to me or the associate company.

I also authorise the Business Licensing Authority to make, require or arrange any search or request for information about me or the associate company required to verify the information about me or the associate company contained in this application or any information about me or the associate company provided to the Business Licensing Authority by the applicant, myself or the associate company in the course of or relating to this application or, if the applicant is registered as a second-hand dealer or endorsed as a pawnbroker, from time to time as is deemed necessary by the Business Licensing Authority whilst I am, or the associate company is, an associate of the registered second-hand dealer or endorsed pawnbroker.

I also consent to the Business Licensing Authority releasing any information about, relating to, or involving me or the associate company to the applicant and, if the applicant is registered as a second-hand dealer or endorsed as a pawnbroker, to the registered second-hand dealer or endorsed pawnbroker whilst I am, or the associate company is, an associate of the registered second-hand dealer or endorsed pawnbroker.

If the associate is an individual person enter their details here

Title (Mr/Mrs etc)	
<input type="text"/>	
Surname of associate	
<input type="text"/>	
Given names	
<input type="text"/>	
Previous names (if applicable give full name(s))	
<input type="text"/>	
Date of birth	Contact telephone number
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Residential address (P.O. Boxes not accepted)	
<input type="text"/>	
Postcode	
Type of associate	
Business partner <input type="checkbox"/> Business arrangement/relationship <input type="checkbox"/>	
I hereby agree to the 'Statement by associate of consent and authorisation' as printed on this page.	
Signature of associate	
<input type="text"/>	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

If the associate is a company enter their details here

Name of company associate	
<input type="text"/>	
ACN	
<input type="text"/>	
Telephone number	
<input type="text"/>	
Registered address (P.O. Boxes not accepted)	
<input type="text"/>	
Postcode	
Type of associate	
Business partner <input type="checkbox"/> Business arrangement/relationship <input type="checkbox"/>	
I hereby agree to the 'Statement by associate of consent and authorisation' as printed on this page.	
Signature of director	
<input type="text"/>	
Printed name	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Note: All registered owners of a business name used for a second-hand and/or pawnbroking business will need to lodge a separate application.



This section must be completed by you (the applicant)

I, (print your full name)

of, (print your address)

Postcode

I consent to the Business Licensing Authority checking the records of:

- the Victoria Police
- any other police force in Australia, and
- any federal or state occupation or business licensing or registration authority

in relation to information about or relating to me contained in this application and, if I am registered as a second-hand dealer or endorsed as a pawnbroker, from time to time as is deemed necessary by the Business Licensing Authority whilst I am registered as a second-hand dealer or endorsed pawnbroker, and to the release to the Business Licensing Authority of information about me regarding any findings of guilt on any offence, whether or not a conviction is recorded, any charge pending against me, any investigation being undertaken against or involving me, any complaint made against or involving me, or any other information known about or relevant to me.

I also authorise the Business Licensing Authority to make, require or arrange any search or request for information about me required to verify the information about me contained in this application (including as to whether I am a represented person under the Guardianship and Administration Act 1986) or otherwise provided to the Business Licensing Authority in the course of or relating to this application or, if I am registered as a second-hand dealer or endorsed as a pawnbroker, from time to time as is deemed necessary by the Business Licensing Authority whilst I am registered as a second-hand dealer or endorsed pawnbroker.

I also consent to the Business Licensing Authority releasing any information about, relating to, or involving me to any associate named in this application or otherwise notified to the Business Licensing Authority and, if I am registered as a second-hand dealer or endorsed as a pawnbroker, to any associate whilst I am registered as a second-hand dealer or endorsed pawnbroker.

I have made all necessary inquiries to ensure that the information contained in this application is true and correct.

I do solemnly and sincerely declare that the contents of this application are true and correct in every particular and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Note: You must sign this declaration in the presence of the witness

Signature of person making this declaration

SPENT CONVICTIONS SCHEMES - "Spent Convictions Schemes" apply to convictions or findings of guilt for offences under Commonwealth laws, and the laws of some States and Territories. Generally, a "spent conviction" under these schemes is a conviction or finding of guilt for a Commonwealth, Territory, State or foreign offence where it is 10 years or more since the date of that conviction or finding of guilt (or five years for juvenile offenders) and the offender was not sentenced to imprisonment for more than 30 months (or six months in some States) and has not re-offended during that period. Under these schemes a person with a "spent conviction" is not required to disclose that conviction or finding of guilt to any authority within the jurisdiction to which the scheme applies, and those authorities are prohibited from disclosing information about a "spent conviction" without the consent of the person concerned. You should note that there is no "spent conviction" legislation in force in the State of Victoria. Accordingly "spent conviction" information may be disclosed in relation to a conviction for an offence under Victorian law. For further information about Spent Conviction Schemes, contact the police services in the relevant jurisdiction directly.

In accordance with the Evidence Act 1958, the following people may witness a Statutory Declaration within Victoria

- A member of the Police Force
- The Sheriff or a Deputy Sheriff
- A Justice of the Peace
- A notary public
- A registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- A dentist
- A veterinary surgeon
- A pharmacist
- A principal in the (State) teaching service
- The Manager of a bank
- A barrister and solicitor of the Supreme Court
- A clerk to the barrister and solicitor of the Supreme Court
- The Prothonotary or a Deputy Prothonotary of the Supreme Court
- The Registrar or a Deputy Registrar of the County Court
- The Principal Registrar of the Magistrates' Court
- The Registrar or a Deputy Registrar of the Magistrates' Court
- The Registrar of Probates or an Assistant Registrar of Probates
- The associate to a Judge of the Supreme Court or of the County Court
- The secretary of a Master of the Supreme Court or of the County Court
- A person registered as a patent attorney under Part XV of the *Patents Act 1952* of the Commonwealth
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A senior officer of a Council as defined in the *Local Government Act 1989*
- A member of the Institute of Chartered Accountants in Australia or Australian Society of Accountants or National Institute of Accountants
- The secretary of a building society
- A minister of religion authorised to celebrate marriages
- A person who holds a prescribed office in the public service under Section 107A of the *Evidence Act 1958*
- A fellow of the Institute of Legal Executives (Victoria)

This section must be completed by the witness

Declared at (print suburb or town)

in the State of Victoria, on the

(day of)

(month)

(year)

Before me, being a person authorised under Section 107A(1) of the *Evidence Act 1958* to witness the signing of a Statutory Declaration.

Signature of witness

Printed name

Address

Postcode

Qualification to witness this Statutory Declaration

Go to the document checklist on the back of this form

Second-Hand Dealer and Pawnbroker

Document Checklist

You **must** attach the following documents
for your application to be considered

Forms

- This completed application form together with payment of the appropriate fee.
All relevant questions must be answered.
- If you intend to carry on the second-hand dealing or pawnbroking business in partnership with another person or company, each business partner must complete a separate application form and be registered with the Business Licensing Authority.
- All associates named in this application form must sign their consent and indemnity.
- The Statutory Declaration in this form must be completed and witnessed by an authorised person.
- Applicant and each associate have completed a Consent to National Criminal History Records Check form and included 100 points of certified identification. **One Certified Primary Identification** document and **one or more Certified Secondary Identification** document/s accompany each consent form.
Please note that the Business Licensing Authority cannot process your application unless you provided the appropriate identification.
- If when completing this form, you have been directed to apply for permission as part of your application, you must complete a Permission Application form. Your registration cannot be considered without the Permission Application. Permission Application forms can be printed from the website www.bla.vic.gov.au are available from the Business Licensing Authority on 1300 13 54 52.

Business Names

- Please ensure that each business name listed in this application form has been registered to you under the *Business Names Act 1962*. Information, forms and an online search facility for business names is provided by Consumer Affairs Victoria – www.consumer.vic.gov.au – 113 Exhibition Street Melbourne 3000, phone 1300 36 16 73.



Business Licensing Authority

Consent to National Criminal History Record Check

Criminal history record checks are an integral part of the Business Licensing Authority's assessment of your application and ongoing eligibility to be registered.

**All applicants and associates must complete a separate copy of this form
All identification documents must be certified**

Surname (family name)

Given names

Residential address

Postcode

Previous address if you have lived at your current residential address for less than five years

Postcode

Sex

Date of birth

Place of birth (town and country)

Male Female

Driver's licence number (if any)

State or Territory where driver's licence issued (eg Victoria)

Passport number

Country where passport issued

I consent to the BLA:

- forwarding my personal details to the CrimTrac Agency, Australian police services or other law enforcement agencies, and I consent to these agencies accessing their records and obtaining criminal history information relating to me that in turn will be disclosed to the BLA, and
- disclosing the existence of relevant criminal history information relating to me to the applicant or nominated representative of the applicant.

Signature

Date

The Business Licensing Authority (BLA) will forward your personal details to the CrimTrac Agency, Australian police services or other law enforcement agencies, seeking criminal history information relating to you. These agencies will disclose to BLA relevant criminal history information extracted from their own records but not old conviction information relating to "pardoned", "quashed" or "spent" convictions/findings of guilt.

It is the usual practice for such personal details to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Spent Convictions Schemes

Under Commonwealth, State and Territory information release legislation/policies, which establish "Spent Convictions Schemes", a person is not required, in certain circumstances, to disclose old convictions or findings of guilt. Generally, a "spent conviction" under these schemes is a conviction/finding of guilt of an offence where it is 10 years or more since the date of that conviction (or five years for juvenile offenders) and the offender was not sentenced to imprisonment for more than 30 months (or six months in some States) and has not re-offended during this period.

A person with a "pardoned", "quashed" or "spent" conviction/finding of guilt is not required to disclose that conviction/finding of guilt, and authorities are prohibited from disclosing information about any such conviction/finding of guilt without the consent of the person concerned.

There is no "spent convictions" legislation in force in Victoria, so there is no restriction on the disclosure of information in relation to a conviction of an offence under Victorian law. However, the Victoria Police administer an Information Release Policy which governs the release of a person's police record taking into account the age of the record and the purpose for which the information is being released.

For further information about Spent Convictions Schemes, contact the police services in the relevant jurisdiction directly.

Privacy – The BLA is committed to responsible and fair handling of personal information consistent with the *Information Privacy Act 2000* (Vic) and its obligations under the *Business Licensing Authority Act 1998* (Vic). You can contact us to request access to the personal information we hold about you. For other privacy information, please refer to our privacy statement available at www.bla.vic.gov.au or telephone 1300 13 54 52.



Proof of identification

You must provide proof of identification in order for the BLA to carry out a criminal history check. To prove your identity you are required to provide **100 points** of identification, by providing a **certified copy** of one Primary identification document and **certified copies** of one or more Secondary identification document(s) equal to, or more than 100 points from the list below.

One of the identification documents must also include your current address

Primary Identification (only one allowed) <ul style="list-style-type: none"> • Birth Certificate (Change of name certificate if applicable) • Current Passport • Passport which has not been cancelled and was current within preceding two years • Citizenship Certificate or Certificate of Australian Residence Status • Diplomatic documents and official documents issued to refugees 	Points 70
Secondary Identification <ul style="list-style-type: none"> • Identification Card issued by a Tertiary educational institution • Authorised Deposit Taking Institutions statement (bank, building societies, credit unions, or registered corporations) • Letter from acceptable referee who has known person for at least 12 months • Public service ID • Drivers licence or other licence issued under law • Social security card * Private Security Licence 	40
Secondary Identification (cont) <ul style="list-style-type: none"> • Mortgage documents • Land Title documents • Letter from employer (within last two years) confirming name & address 	35
Secondary Identification (cont) <ul style="list-style-type: none"> • Rates Notice • Credit Card • Medicare Card • Telephone account • Electoral Roll entry • Records of Public Utility (gas, electricity, water etc) • Statement from a primary, secondary or tertiary education institution that person attended in last 10 years • Records from a professional or trade association (club, school, union or trade/professional body) • Marriage Certificate • Change of Name Certificate • Taxation Assessment Notice • Motor Vehicle Registration Certificate 	25

Persons who may witness statutory declarations and certify documents as true copies

- Justice of the Peace or Bail Justice
- Public Notary
- Barrister and solicitor of the Supreme Court
- Clerk to a barrister and solicitor of the Supreme Court
- Prothonotary or a deputy prothonotary of the Supreme Court
- Registrar or Deputy Registrar of the County Court
- Registrar of the Magistrates' Court
- Registrar or Assistant Registrar of Probates
- Associate of a judge of the Supreme Court or County Court
- Secretary of a Master of the Supreme Court or County Court
- Person registered as a patent attorney
- Member of the Police Force
- Sheriff or deputy sheriff
- Member of Parliament of Victoria
- Member of Parliament of the Commonwealth
- Municipal Councillor
- Senior officer of a council as defined in Local Government Act
- Registered medical practitioner
- Registered dentist
- Veterinary practitioner
- Pharmacist
- School Principal
- Bank Manager
- Member of Institute of Chartered Accountants or CPA
- Secretary of building society
- Minister of religion authorised to celebrate marriages
- Person employed under the *Public Administration Act 2004* at a classification level at or above that prescribed