



## IMPORTANT INFORMATION

A photo kit can be completed by a person renewing a licence or obtaining a replacement licence who is:

- temporarily living or travelling interstate or overseas;
- has a medical condition that would make it difficult to attend a photographic licensing site; or
- is living in a remote area within Western Australia.

**You need to provide two current colour passport photos - requirements for photo image are listed below. Print your name and date of birth on the back of one of the photos for witnessing.**

Take this form, passport photo and identification documents to be witnessed. The witness must:

- sight your proof of identity (see 'Proof of Identity' information) and certify copies to accompany this form.
- complete the witness details and sign this form and the back of the photo to be witnessed.

Cheques and money orders must be made payable to Department of Transport and MUST be in Australian dollars. Payment must be received before the application will be processed.

**Insufficient credit card details or declined credit card payments will cause your application to be rejected.**

**The photo kit, renewal form (if applicable), certified copies of proof of identity (Primary and Secondary) and fee must be posted to: Department of Transport, GPO Box R1290, PERTH WA 6844.**

More information is available: online at [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing), by calling Department of Transport on 13 11 56, by calling +61 8 9215 1204 from outside Australia and by email to [contact.centre@transport.wa.gov.au](mailto:contact.centre@transport.wa.gov.au)

Your personal driver's licence information, photograph, and vehicle licence information may be used, or disclosed to a third party, where authorised under 'road law' (as defined in the *Road Traffic (Administration) Act 2008*), or Commonwealth law or in compliance with a Court Order issued within Australia. Your personal details may also be disclosed to other driver licensing authorities to assess your application or verify any information you have provided.

## REQUIREMENTS FOR PHOTO IMAGE

You will need to supply two current colour passport quality (45mm x 35mm) photographs of yourself on matte photographic paper, taken against a PLAIN WHITE background.

**IMPORTANT:** Attach your photographs to this form, ensuring they do not get scratched or damaged in any way.

**To ensure your photographs meets quality standards, they must:**

- Show the head and top of shoulders close up, so that the face is displayed from the bottom of the chin to the crown (i.e. top of head without hair).
- Show a full frontal view of the face and shoulders square on (not looking over shoulder, with the edges of the face visible).
- Show the person looking directly at the camera (not tilted head).
- Be taken with a neutral expression and the mouth closed (not smiling, laughing or frowning).
- Show the eyes open and clearly visible.
- The eyes must not be covered by hair, or by glasses frames or tinted lenses.
- Sunglasses must be removed if they are sitting on the top of the head and photographs showing a reflection of a camera flash or other light will be rejected.
- Head coverings may not be worn unless for religious or health reasons. (Veils covering the face are not acceptable).
- It is important when submitting your Photo Kit that your photographs are not creased or damaged.
- You must write your name and date of birth on the back of one of the photographs.
- Your Authorised Witness must also sign the back of the photograph.

**Ensure that you and your Authorised Witness do not press too hard when writing on the back of the photograph, to prevent the writing on the back becoming visible on the front.**

- Ink from stamps used to certify your photograph must not be visible on the front of the photograph.

## PROOF OF IDENTITY

**Two forms of identification (Primary and Secondary) MUST be sighted by the Authorised Witness and certified copies must be attached to the application.**

**\*Acceptable forms of Primary identification:**

- An Australian passport (which has not expired for more than two years).
- A current Document of Identity issued by the Department of Foreign Affairs and Trade.
- A current overseas passport.
- An Australian citizenship or naturalisation document or immigration papers issued by the Department of Immigration and Border Protection.
- An original or certified copy of a birth certificate (not an extract).
- A consular photo identity card issued by the Department of Foreign Affairs and Trade.
- A photographic licence issued by an Australian driver licensing authority (which has not expired for more than two years).
- A WA Photo Card (not an 18+ card).

**\*Acceptable forms of Secondary identification:**

- Medicare Card.
- A current Australian EFTPOS or Credit Card.
- A current Australian Photographic Police or Defence Force identification card (excluding civilian identity cards)
- An Australian bank statement or letter (less than six months old).
- An Australian utilities account or notice (for example gas, water, electricity or phone bill) that is less than six months old.
- A confirmation of electoral enrolment letter issued by the Australian Electoral Commission (less than two years old).
- An official document or letter from a Government Agency with current residential address (for example the Australian Taxation Office, Centrelink or Medicare) that is less than six months old.
- School reports (less than six months old) issued by a secondary school in WA.
- A letter from an educational institution advising of customers' current residential address (less than six months old).

**\*Subject to variation.** A full list of acceptable identification documents are available online at [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing)

## DESCRIPTION OF AUTHORISED WITNESS

**An 'Authorised Witness' must qualify or be currently employed in one of the following professional or occupational groups:**

- Academic (post-secondary institution)
- Accountant
- Architect
- Australian Consular Officer
- Australian Diplomatic Officer
- Bailiff
- Bank Manager
- Chartered Secretary
- Chemist
- Chiropractor
- Company Auditor or Liquidator
- Court Officer (Judge, Magistrate, Registrar or Clerk)
- Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service)
- Dentist
- Doctor
- Engineer
- Industrial Organisation Secretary
- Insurance Broker
- Justice of the Peace
- Lawyer
- Local Government CEO or Deputy CEO
- Or any person before whom, under the *Statutory Declarations Act 1959 of the Commonwealth*, a statutory declaration may be made.
- Local Government Councillor
- Loss Adjuster
- Marriage Celebrant
- Member of Parliament (State or Commonwealth)
- Minister of Religion
- Nurse
- Optometrist
- Patent Attorney
- Physiotherapist
- Podiatrist
- Police Officer
- Post Officer Manager
- Psychologist
- Public Notary
- Public Servant (State or Commonwealth)
- Real Estate Agent
- Settlement Agent
- Sheriff or Deputy Sheriff
- Surveyor
- Teacher
- Tribunal Officer
- Veterinary Surgeon