

I Am Here: obtaining your identification and vital documents

Tasmania

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National Identification Cards

What type of document can youth seek which will allow them to move around the territory and country?

- The Tasmanian Government, via Service Tasmania, provides the personal information card. The personal information card is a form of photo ID containing the card holder's full name, date of birth and address ([ces/me-and-my-identity/personal-information-card/apply-for-renew-or-replace-a-personal-information-card](#))
- Tasmanian youth can also use a proof of ID document from any other Australian State or Territory, and/or a passport.

What is the process for getting an ID card?

You can apply for a card, update details like your name or address, or replace a card by filling in the [application form](#) (PDF, 189KB) and following the instructions, which include:

1. Complete the application form.
2. Take the form and your Evidence of Identity to any Service Tasmania service centre.
3. Show your original identity documents and sign the Statutory Declaration confirming your identity in front of a Service Tasmania Customer Service Officer.
4. Pay the application fee and have your photo taken.

If you are under 18 years old your parent or guardian must visit the Service Tasmania service centre with you and they will need to provide their valid ID and sign a Statutory Declaration.

Where can I find information online about getting an ID?

The Service Tasmania website provides information about the personal information card system: <https://www.service.tas.gov.au/services/me-and-my-identity/personal-information-card/apply-for-renew-or-replace-a-personal-information-card>

What documents do I have to have to get an ID? Is there any document that I must have to get an ID?

You must provide:

- one document from Category A and two from Category B, OR
- two documents from Category A and one from Category B.

You will need to bring your original documents with you. Photocopies or certified copies will not be accepted.

If none of your documents show evidence of your current residential address, you will need to provide a document that proves your current residential address. This document must be less than six months old.

Evidence of Identity documents

- Category A documents
 - Tasmanian Personal Identification Card*
 - Australian birth certificate (not commemorative/extract)
 - Australian citizenship certificate
 - Australian passport*
 - Australian driver licence*
 - Australian firearm licence
 - Australian Government issued ImmiCard* or Department of Home Affairs issued travel documents
 - Overseas passport (can be expired up to two years if accompanied by a current Australian visa). Must be in English or translated by accredited translator
 - Interstate photo ID card*
- Category B documents
 - Medicare card
 - Bank or credit card with your signature
 - Student ID photo card issued by an Australian educational institution
 - Concession cards issued by Centrelink or Department of Veterans' Affairs
 - Working with Vulnerable People card
 - Marriage certificate, change of name or deed poll (to prove change of name) issued by Births, Deaths and Marriages
 - Visa Entitlement Verification Online (VEVO)
- Evidence of current residential address
 - Bank or financial institution statement

- Council rates bill
- Land tax valuation notice
- Electricity, water, phone or gas bill (with evidence of payment)
- Lease or rent agreement
- Australian Taxation Office assessment notice

*can be expired up to two years

What if my documents do not have my correct name/address?

If your name or address is incorrect on your licence or any documents you use to prove your identity, you must show proof of:

- your address, and/or
- change of name documents.

What if I only have foreign documents?

English language documents from another country may be acceptable. If you have documents from another country which are not in English, you will need to obtain English translation from an accredited translator.

What happens if my documents are not accepted to get an ID card?

A personal information card cannot be issued without providing supporting documents deemed acceptable by the Tasmanian Government.

Do I have to be a resident of the territory to get an ID card?

No, although the process to obtain the ID without the supporting documents typically held by a Tasmanian resident is more difficult.

What does it mean to be a resident of this territory? How do I prove residency?

This means that you have a residential, premise or garage address in Tasmania.

You can prove it by supplying certain documents, such as a financial institution statement, utility account, council rate notice, etc. The full list is set out below here:

https://www.transport.tas.gov.au/licensing/general_information/evidence_of_identity/proving_a_residential_premise_or_garage_address

What can I do if I do not have residency in this territory?

You need residency in order to get an ID card.

Will I need a mailing address? What can I do if I am homeless?

You will need a mailing address to order an ID; however, you should attend a Service Centre and discuss this with a member of staff if this is a potential issue.

What is the application process? Can I complete it online?

The personal information card application / renewal / replacement processes can only be completed by visiting a Service Tasmania centre in person.

Is there an application fee? Is there a waiver option if I cannot afford to pay it?

A new or replacement card currently costs \$29.

It is unclear if a waiver option for non-payment is available. The Service Tasmania website does not provide information about waived fees due to financial hardship.

How old do I have to be to apply for an ID card by myself?

While there are no restrictions on who can apply for, renew or replace a personal information card, if you are under 18, you must visit a service centre with your parent or guardian.

What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

You will not be able to obtain the personal information card.

At what age can I get an ID card by myself?

18 years of age.

Are there any special provisions for foster youth (children in custody of the government)?

There are no special provisions for foster youth.

Are there any special provisions for homeless youth?

There are no special provisions for homeless youth.

Will I have to take a test?

No test is required to obtain a personal information card.

If applicable, do I have to make an appointment to take the test?

N/A

Driver's License

What organization issues a driver's license in this territory?

The Transport Services division of the Tasmanian Government is responsible for issuing a driver's licence.

What is the process for getting a driver's license?

At age 15 years and 11 months, you can complete the Driver Knowledge Test. You will need to pass this test in order to be issued with a learner licence.

Once you are issued a learner licence, you need to complete 80 hours of supervised driving, including 15 hours at night.

After 12 months, you can take the P1 driving test to get your provisional licence. You must be 17 years old.

Three months before you take the test, you can sit the online Hazard Perception Test. You must pass this test in order to get your provisional licence.

If you pass the P1 (red) driving test, you will be issued a provisional licence. You must hold the licence for 12 months, before automatically progressing to a P2 (green) provisional licence.

You must hold the P2 licence for two years, unless you are above the age of 25, in which case you only need to hold it for one year. After holding a P2 licence for the required period of time, you will automatically progress to a full licence.

https://www.platesplus.tas.gov.au/getting_your_licence

https://www.transport.tas.gov.au/licensing/getting_your_car_licence

Where can I find information online about getting a driver's license?

On the Tasmanian Government Transport Services or Plates Plus websites:

<https://www.platesplus.tas.gov.au/home>

https://www.transport.tas.gov.au/licensing/getting_your_car_licence

What documents do I have to have to get a driver's license? Is there any document that I must have to get a driver's license?

You will need to provide evidence of your identity.

This must provide three documents. A minimum of one category A document (birth certificate, passport, etc:

https://www.transport.tas.gov.au/licensing/general_information/evidence_of_identity/proving_your_identity) and minimum of one category B document (Medicare card, bank card, etc: https://www.transport.tas.gov.au/licensing/general_information/evidence_of_identity/proving_your_identity).

If your identity documents do not show your current Tasmanian address, you will need to supply evidence to prove your address.

What if my documents do not have my correct name/address?

If your documents do not have your correct name or address, you will need to find other documents that do have the correct information. Alternatively, you will need to update these documents or provide accompanying documentation, such as a change of name certificate (if applicable).

What if I only have foreign documents?

Some foreign documents will be acceptable, such as an overseas passport; however, you will need some local documentation to prove your identity. In such a case, you may need to get these documents in order to get a licence.

What happens if my documents are not accepted to get a driver's license?

If you are genuinely unable to meet the full evidence of identity requirements, you can provide:

- one category A document; and
- two non-standard evidence of identity documents.

One of the non-standard evidence of identity documents must display your current Tasmanian residential addresses and must be original and current. Any non-standard documents will be considered and you will be advised if they will be accepted.

Genuine inability doesn't mean inconvenience or delay to a person, or difficulty or expense in obtaining a required document.

You can find out more information on non-standard evidence of identity documents by calling Service Tasmania on 1300 135 513.

https://www.transport.tas.gov.au/licensing/general_information/evidence_of_identity/proving_your_identity

Alternatively, when you attend the Service Tasmania centre, a staff member will advise what steps you should take in order to rectify this and locate documents that will be accepted.

Do I have to be a resident of the territory to get a driver's license?

Yes. You must be a resident of Tasmania.

What does it mean to be a resident of this territory? How do I prove residency?

This means that you have a residential, premise or garage address in Tasmania.

You can prove it by supplying certain documents, such as a financial institution statement, utility account, council rate notice, etc. The full list is set out below here:

https://www.transport.tas.gov.au/licensing/general_information/evidence_of_identity/proving_a_residential_premise_or_garage_address

What can I do if I do not have residency in this territory?

You cannot get a licence without being a lawful resident.

Will I need a mailing address? What can I do if I am homeless?

Yes. You will need a mailing address in order to get a licence. If you are homeless or do not have a permanent address, you should discuss with a member of staff at a Service Tasmania shop, where they can help you find an alternative option.

What is the application process? Can I complete it online?

Information about the process can be found online; however, in order for a licence to be issued, you need to attend a Service Tasmania centre. The assessments will also be conducted once you attend a centre.

https://www.transport.tas.gov.au/licensing/general_information

<https://www.platesplus.tas.gov.au/home>

Is there an application fee? Is there a waiver option if I cannot afford to pay it?

Yes. The fees vary depending on type of licence which have been issued.

See the following link for further information:

https://www.transport.tas.gov.au/fees_forms/licensing_and_assessments_fees

If you are over 65, you are exempt from paying a licence fee. You are, however, required to pay a fee of \$12.03 for the licence card.

There is no option for a fee waiver.

How old do I have to be to apply for a driver's license by myself?

You need to be 16 years old to get your learner licence and 17 years old to get your provisional licence.

<https://www.platesplus.tas.gov.au/home>

What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

You can apply for or renew a learner driver licence if you are 16 years or over.

<https://www.service.tas.gov.au/services/transport/driver-and-rider-licences/apply-for-or-renew-a-learner-driver-licence>

You do not need a parent or guardian to attend with you.

At what age can I get a driver's license card by myself?

Your learner licence will only be issued once you are 16 years old. Noting that you are required to pass a learner driver knowledge test before a licence can be administered.

Source: <https://www.service.tas.gov.au/services/transport/driver-and-rider-licences/apply-for-or-renew-a-learner-driver-licence>

Are there any special provisions for foster youth (children in custody of the government)?

There does not appear to be any specific provisions for foster youth.

Are there any special provisions for homeless youth?

There does not appear to be any specific provisions for homeless youth. However, eligible applicants aged under 65 years can receive savings between \$12.46 and \$60.52, depending on the length of time the full driver licence is issued. Driver licence discounts are available to people who hold any of the following:

1. Services Australia or DVA Pensioner Concession Card
2. Services Australia Health Care Card
3. DVA Veteran Gold or White Card

or are:

1. members of the Transport Access Scheme (for people with a severe disability)

2. eligible asylum seekers.

Source:

<https://www.concessions.tas.gov.au/concessions/licences#:~:text=Eligible%20applicants%20aged%20under%2065,full%20driver%20licence%20is%20issued>

Will I have to take a test?

Yes, the following tests will need to be taken:

- Driver Knowledge Test to obtain a learner's licence.
- Hazard Perception Test to get your provisional licence.
- P1 driving test to get your provisional licence.

https://www.platesplus.tas.gov.au/getting_your_licence

https://www.transport.tas.gov.au/licensing/getting_your_car_licence

If applicable, do I have to make an appointment to take the test?

The Driver Knowledge Test can be taken at home as part of a [Plates Plus](#) course or in person at a [service centre](#).

The Hazard Perception Test is available on [Plates Plus](#). You can use the same ID you used to complete the Plates Plus course. Otherwise, you can visit Service Tasmania to obtain your ID and instructions on accessing the Hazard Perception Test.

You can book your P1 Driving assessment either [online](#) (unless you need an interpreter) or in person. You can also book directly with an [Authorised P1 Driving Assessor](#).

<https://www.service.tas.gov.au/services/transport/driver-and-rider-licences/complete-a-learner-driver-licence-knowledge-test>

https://www.transport.tas.gov.au/licensing/driving_assessments

Where can I take the driving test? What can I do if I cannot get to a testing location?

All drivers can undertake a P1 driving assessment at:

- Hobart, Launceston, Burnie or Devonport with a government or Authorised P1 Driving Assessor

or with an Authorised P1 Driving Assessor at:

- Bellerive, Glenorchy, Kingston, South Launceston, Newstead or East Devonport

Drivers that live in a rural area can undertake their P1 driving assessment at the following locations:

- Smithton, Queenstown, Oatlands, St Helens, Sorell, Scotsdale, Triabunna, Beaconsfield, Deloraine, George Town, Campbell Town, Sheffield, Longford, New Norfolk, Ulverstone and Wynard.

Source: https://www.transport.tas.gov.au/licensing/driving_assessments

Do I need to get a permit or authorization to practice driving before I get my driver's license?

To get your learner licence you will need to either complete:

1. the Plates Plus course and driver knowledge test on a personal or public device
2. the standalone driver knowledge test at a Service Tasmania shop.

You can sit the course and/or test once you are 15 years and 11 months.

Once you have received this learner licence, you will need to log 80 hours, including 15 at night, and hold this licence for a minimum of 12 consecutive months.

Following this, to obtain a provisional licence, you will need to pass a P1 driving assessment. If you pass, you will need to hold your licence for minimum of 12 consecutive months.

Following this, you can obtain your P2 licence. Depending on your age, you will have to hold your licence for between one to two years.

Sources:

https://www.platesplus.tas.gov.au/getting_your_learner_licence

<https://www.platesplus.tas.gov.au/home>

https://www.transport.tas.gov.au/licensing/driving_assessments

Birth Certificate

What is the document detailing a person's birth called in this territory?

Birth Certificate (<https://www.justice.tas.gov.au/bdm/applyforcertificate2>)

I'm not sure I have a birth certificate, what can I do to find out if I have one and where to get it?

Contact the Tasmanian Births, Deaths and Marriages Registry (<https://www.justice.tas.gov.au/bdm/contact-details>).

How do I get a copy of my birth certificate?

Contact the Tasmanian Births, Deaths and Marriages Registry (<https://www.justice.tas.gov.au/bdm/contact-details>).

Can I order my birth certificate online?

Yes, you can apply for a birth certificate online, please see the online application link [here](#).

You can also apply for a birth certificate by:

1. printing a [birth certificate application form](#) and sending the completed form to us by post
2. in person at a [Service Tasmania service centre](#)

Source: <https://www.justice.tas.gov.au/bdm/applyforcertificate2>

What documents will I need to get my birth certificate?

You must supply a least 3 forms of current identity. At least one document must contain your current residential address.

You are required to choose from the following options:

1. One document from each category 1, 2 and 3 OR
2. Two documents from category 2 and one from category 1 or 3 OR
3. Two documents from category 3 and one from category 1 or 2.

The category 1, 2 and 3 documents are listed on page 2 of the following form [here](#).

What happens if I don't have some or all of the documents that are required?

It appears that the BDM registry will accept other forms of documents. If you have lost your usual forms of identification, the BDM registry will accept the following:

1. A document stating that a replacement Medicare card has been requested;
2. Evidence of operating in the community; and
3. A bank statement or pay slip.

Noting information is based on a legal memorandum that was provided following the 2013 Tasmanian bushfires.

Source: <https://www.hobartlegal.org.au/wp-content/uploads/2018/04/Replacing-Lost-Documents.pdf>

How old do I have to be to get a copy of my birth certificate by myself?

The Tasmanian Government website does not specify an age limit for making an application. You can apply for your own birth certificate. Other people who can apply are:

1. a child's parent
2. a person's child
3. a child's legal guardian – non-parent guardians must provide evidence
4. the person's current partner – evidence of the relationship must be provided
5. an executor of their estate, administrator or trustee – evidence of authority must be provided
6. someone with written authority or power of attorney – evidence of authority must be provided.

Please note, only the registered person or the parents of the registered person (if they are under 16 years) can apply for a certificate showing gender and change of name details, unless the registered person is dead or incapacitated.

Source: <https://www.justice.tas.gov.au/bdm/applyforcertificate2>

What can I do if I do not have a parent or guardian who can go with me to get a birth certificate (and the application says I have to have one)?

You can apply for your own certificate.

Source: <https://www.justice.tas.gov.au/bdm/applyforcertificate2>

What is the cost to get a birth certificate?

The standard fee is \$61.08.

Source: <https://www.justice.tas.gov.au/bdm/fees>

Is there a waiver if I cannot afford the fee?

Yes, the Registry of Births, Deaths and Marriages in Tasmania provides an Application for fee waiver [here](#).

Are there any special laws or provisions that can help get a birth certificate if I have been in the foster care system (children in custody of the government)?

Pre-adoption birth records are open to the child with authorisation under Section 80 of the Adoption Act 1988 (form 17).

Source: <https://www.service.tas.gov.au/services/births-relationships-and-deaths/births/apply-for-a-birth-certificate#:~:text=Pre%2Dadoption%20birth%20records%20are,with%20Births%2C%20Deaths%20and%20Marriages>

Are there any special laws or provisions that can help get a birth certificate if I am homeless?

The Registry of Births, Deaths and Marriages in Tasmania provides an Application for fee waiver [here](#). One of the reasons for an individual to make an application includes when they might be suffering serious financial hardship. The individual applying must supply a letter on official letterhead from a recognised charitable organisation regarding homelessness/loss of employment or letter from doctor verifying inability to earn an income due to illness or caring for a sick family member.

Where do I get my birth certificate if I was born in another country?

You will need to contact the relevant Government agency of the country in which you were born, who will be able to provide you with your birth certificate of that country.

Is there a way to get my birth certificate without going somewhere in person?

Yes, you can make an application online. Please see the link [here](#).

Please see the online checklist [here](#).

Where can I find information online about getting a birth certificate?

You can find information online [here](#).

Making changes to government ID documents

What vital doc should I start with to change my name? Is the process easier for one of the IDs?

If you are 16 or over and if you were born in Tasmania, Australia, you must supply your birth certificate. In addition, you must provide two current documents in the list provided in List 4 - Operating in the Community on page 4 of the form [here](#).

If you are 16 or over and if you were born in Australia but not in Tasmania, in addition to the documents listed above, you must provide one document from List 3 - Proof of Tasmanian residency on page 4 of the form [here](#).

If you are 16 or over and if were **not** born in Australia, you are required to provide one document from List 2 - Born overseas (Proof of your permanent residency or citizenship in Australia), one document from List 3 - Proof of Tasmanian residency and one document from List 4 - Operating in the Community, all located on page 4 of the form [here](#).

How do I change my name on my birth certificate?

Fill in the Application to Register Change of Name form [here](#).

If you were born in Tasmania, the change of name can be printed on a replacement birth certificate. If you send your original birth certificate to Births, Deaths and Marriages, we will exchange it for an updated version showing your new name.

If you were born interstate and require a copy of your amended birth certificate you will need to contact the State or Territory where you were born.

Source: https://www.justice.tas.gov.au/_data/assets/pdf_file/0003/571152/Application-to-Register-Change-of-Name-Adult-16-Years-or-Over-CURRENT.pdf

How do I change my name on my ID?

You can apply for a change of name certificate. You will receive a change of name certificate when you register your change of name with Births, Deaths and Marriages. You only need to apply if you need a replacement, or if you are applying for someone else's change of name certificate. A change of name certificate is valid for all legal and official purposes, including proof of identity.

You do not necessarily need to change the name on your personal information card. If your name or address is incorrect on your licence or any documents you use to prove your identity, you must show proof of your change of name documents (which can be the Change of Name certificate issued by BDM).

Sources:

<https://www.service.tas.gov.au/services/me-and-my-identity/change-of-name/apply-for-a-change-of-name-certificate>

<https://www.service.tas.gov.au/services/me-and-my-identity/personal-information-card/apply-for-renew-or-replace-a-personal-information-card>

How do I change my name on my driver's license?

If you have a Tasmanian driver licence you can prove your identity by providing your photo driver licence (it can be expired for up to two years). If your name or address is incorrect on your licence, you'll need to provide evidence of your residential address and/or evidence of change of name documents when you visit a Service Tasmania office.

If you don't have a Tasmanian driver licence you must provide at least 3 [documents](#):

1. One category A document and two Category B documents; or
2. Two Category A documents and one Category B document

All documents need to be the original version (they can't be photocopies or certified copies). They also need to be in English or accompanied by an English translation (from an accredited translator).

At what age can I change my name by myself?

You can register a change of name with Births, Deaths and Marriages if you are 16 years or older. If you are under 16 years old, both parents or the legal guardian/s need to apply to change a child's name. Children 12 years and over must agree to the change. Please see more information [here](#).

What can I do if I have no parent or guardian and want to change my name and do not have anyone who can help me?

You could reach out to organisations such as Working it Out. Working it Out are a Tasmania-based gender and sexuality support and education service. It provides direct support, including free and confidential counselling, support groups, education programs and workplace training. Please see their website [here](#).

What vital doc should I start with to change my gender marker? Is the process easier for one of the IDs?

If you are 16 years old or over:

1. Fill out and sign the: [Gender registration for 16 years and over application form \(PDF, 2.2 MB\)](#), which includes a gender declaration. If you are under 18 years you may be asked to provide evidence that you have undertaken counselling about whether to lodge an application and the implications of registering your gender.
2. Attach evidence of identity documents.
3. Pay the fee. If you send your original birth certificate with your application, we will send you an updated copy. You can choose whether you want your gender included on the birth certificate and if you want your gender history included on the certificate.

If you are under 16 years old, your parents or guardians can apply to register your gender. The child's birth must be registered in Tasmania.

1. Fill out and sign the: [Gender registration for under 16 years application form \(PDF, 2.2 MB\)](#), which includes confirmation that the registration is consistent with the will and preference of the child. The Registrar may also request evidence that counselling has been undertaken about whether to lodge an application and the implications of registering the chosen gender.
2. Attach evidence of identity documents.
3. If you send the original birth certificate with your application, we will send you an updated copy. You can choose whether you want gender included on the birth certificate and if you want gender history included on the certificate.

How do I change my gender marker on my birth certificate?

Please follow the process outlined in the answer to the question above.

Please see more information [here](#).

How do I change my gender marker on my ID?

Firstly, you will need to change the gender marker on your birth certificate.

You can then apply to have other forms of identification changed e.g., your driver's licence. You must provide Transport Tasmania with copies of official documentation, such as your amended birth certificate, when applying to change the recorded gender on your Tasmanian licence.

Source: <https://justiceconnect.org.au/resources/how-to-update-your-gender-on-formal-documents-tas/>

How do I change my gender marker on my driver's license?

If you wish to make a change to your gender status in the driver licence and vehicle registration register, you should present an original certificate from Births, Deaths and Marriages that provides evidence of the change to [Service Tasmania](#). You will need to make an application with BDM first for a registration of change of gender and if you send your original birth certificate in with your application, BDM will send you an updated copy.

Sources:

<https://www.service.tas.gov.au/services/me-and-my-identity/gender-registration/apply-to-register-your-gender>

https://www.transport.tas.gov.au/licensing/renew_replace_or_update_licence/your_licence_details#:~:text=If%20you%20wish%20to%20make,the%20change%20to%20Service%20Tasmania

At what age can I change my gender marker by myself?

You must be 16 years old or over.

Source: <https://www.service.tas.gov.au/services/me-and-my-identity/gender-registration/apply-to-register-your-gender>

What can I do if I don't have a parent or guardian and want to change my gender marker and do not have anyone who can help me?

There are several services in Tasmania available to assist transgender individuals. Please see the list [here](#) to see service centres who could assist.

Additionally, you could contact a lawyer for free at Tasmania Legal Aid. To get free legal information call 1300 366 611. The phone line is available Monday to Friday, 9 am to 5 pm.

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