

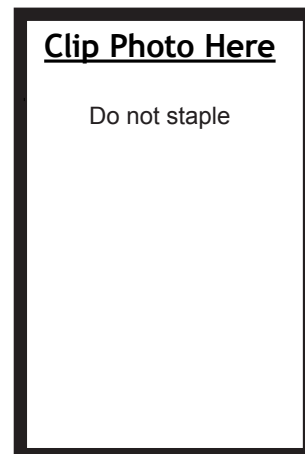
# Photo Kit

Please complete the relevant sections of this form and sign below in the presence of an Authorised Witness (see back of form).

Driver Licence Number

## Photo Requirements

- You need a current colour passport photo 45 x 35mm printed on unglazed paper showing a full front view of your head and shoulders on a white background. No head coverings unless worn for religious purposes (veils covering face are not acceptable) or sun/dark glasses are allowed.
- Print your name and date of birth on the back of the photo.
- Take this form, passport photo and identification documents to be witnessed.
- The witness must:
  - read this form.
  - sight your proof of identity (see Proof of Identity on back of this form) and certify copies to accompany this form.
  - complete the witness details below.
  - sign this form and the back of the photo.



## Proof of Identity (refer to the back of this form)

The witness must verify the identity of the person by sighting two forms of identification.

### Witness' Details - I,

NAME IN FULL	
HOME ADDRESS	
OCCUPATION/POSITION	PHONE NUMBER

### Certify that the above is a true photograph of

APPLICANT'S NAME IN FULL	DATE OF BIRTH
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### Witness' Signature

SIGNATURE	DATE
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### Type of Identification sighted

PRIMARY
SECONDARY

## Applicant's Details and Signature

FAMILY NAME	GIVEN NAMES
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### Applicant's Signature

Please sign here



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### Please note:

*This signature will also be used on your licence card. Please make sure you sign within the dotted area to avoid any delays with the mailing card.*

APPLICANT'S ADDRESS
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CONTACT TELEPHONE NUMBER (INCLUDE ALL AREA CODES)
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## Who can complete a photo kit?

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

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

## Description of Authorised Witness

An 'Authorised Witness' must NOT be related to you by birth or marriage and 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
- 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

Or any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made.

## Proof of Identity

Two forms of identification (primary and secondary) MUST be sighted by the Authorised Witness. Acceptable forms of primary identification includes:

- An Australian passport (which has not been expired for more than two years).
- An original birth certificate or a certified copy.
- A photographic drivers licence issued by any Australian licensing authority (which has not been expired for more than two years).
- A Western Australian Proof of Age card (but not an 18+card).
- A photo identity card for police or defence force personnel (this excludes identity cards issued to civilians who are employed within these organisations).
- A current overseas passport.
- An Australian citizenship or naturalisation document or immigration papers issued by the Department of Immigration and Multicultural Affairs.
- A current Document of Identity issued by the Department of Foreign Affairs and Trade (this could be a temporary work visa or an authorisation to work in Australia).
- A consular photo identity card issued by the Department of Foreign Affairs and Trade.

**NOTE:** These documents must be originals or certified copies from the issuing body.

The secondary identification MUST show your signature and includes ATM access card or credit card issued by a financial institution or pension card.

## Returning completed photo kit

When returning the photo kit you MUST ensure all sections have been completed and:

- photo kit is completed by an Authorised Witness
- photograph supplied is of acceptable quality
- back of the photograph is certified by an Authorised Witness
- signature box at the bottom of this form and driver licence renewal form (if applicable) has been signed
- ensure copies of primary and secondary identification certified by Authorised Witness' are attached
- relevant fee and renewal form (if applicable) enclosed.

For information on current fees contact Department for Planning and Infrastructure on 13 11 56 or (08) 9427 6404 from outside Western Australia or TTY phone (08) 9427 6403. Alternatively, visit our website at [www.dpi.wa.gov.au](http://www.dpi.wa.gov.au)

Cheques are to be made payable to Department for Planning and Infrastructure and MUST be in Australian dollars. The photo kit, renewal form (if applicable) and fee must be posted to:

Licensing  
Department for Planning and Infrastructure  
GPO Box R1290  
PERTH WA 6844