

Freedom of information

Certified Identification factsheet

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Why does the Department of Families, Fairness and Housing ask for a certified copy of photo identification?

The Department of Families, Fairness and Housing (the department) receives many freedom of information applications for access to personal documents each year and needs to decide about releasing documents in accordance with the *Freedom of Information Act 1982*. Providing a certified copy of photo identification (such as a driver's licence or passport) with a freedom of information application assists the department to verify that an applicant is the person who they claim to be.

What is a certified copy of photo identification?

A certified copy is a photocopy that has been verified to be a true copy by an approved witness. See list below for approved witnesses. The person certifying the photocopy of the identification **must** sight the original identification and make sure that the photo is of the same person. The person who certifies the identification **must** do the following:

- stamp or write 'This is a true copy of the document sighted by me.'
- write the date and their signature
- include their contact details (name, address, and telephone number)
- use their official stamp or seal of their organisation or write their profession and organisation name.

Who can certify a copy of my photo identification?

There are many people who can certify identification, including the following:

- a pharmacist
- a principal of a primary school, high school, or secondary college
- a member of the police force
- a justice of the peace or a bail justice
- a registered medical practitioner
- a registered dentist
- a veterinary practitioner.

What if I don't have any photo identification?

If you do not have a photo identification document, please provide certified copies of two other documents that show your identity, such as your Medicare card, pension card or an official letter that is addressed to you

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and shows your current address. If you are unable to provide these documents, please contact the Freedom of Information unit on 1300 650 172 or (03) 9096 8449.

Where do I send my certified identification?

Once you have a certified copy of your identification, please send this to:

Freedom of Information unit
Department of Health
GPO Box 4057
Melbourne Victoria 3001

To receive this document in another format, phone the Freedom of Information unit on (03) 9096 8449, or email foi@dffh.vic.gov.au

Help for people with hearing or speech communication difficulties.

Contact us through the National Relay Service (NRS). For more information about the NRS visit [National Relay Service](https://www.accesshub.gov.au/about-the-nrs) <https://www.accesshub.gov.au/about-the-nrs>, or call the NRS Helpdesk on 1800 555 660.

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Available at [Freedom of Information Part II - Information statements](https://www.dffh.vic.gov.au/freedom-information-part-ii-information-statements) <https://www.dffh.vic.gov.au/freedom-information-part-ii-information-statements>