



SEE IMPORTANT INFORMATION ON THE BACK OF THIS FORM FOR INFORMATION ABOUT WHO CAN COMPLETE A PHOTO KIT

**APPLICANT DETAILS**

Please indicate why you are unable to attend a DVS centre or agent

- temporarily living overseas
- temporarily living or travelling interstate
- living in a remote area within Western Australia
- have medical condition that makes it difficult to attend a photographic site

DRIVER'S LICENCE NUMBER

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FAMILY NAME

OTHER NAME/S

DATE OF BIRTH

		/			/				
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RESIDENTIAL ADDRESS

  


SUBURB

	W	A							
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STATE

POST CODE

POSTAL ADDRESS (IF DIFFERENT TO RESIDENTIAL)

  


SUBURB

	W	A							
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STATE

POST CODE

CONTACT TELEPHONE NUMBER

(include all area codes)

EMAIL ADDRESS

**Applicant's Signature**

Please sign here  
(within dotted area)

**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 mailing the card.

**WITNESS DETAILS**

FAMILY NAME

I,

OTHER NAME/S

RESIDENTIAL ADDRESS

  


SUBURB

STATE

POST CODE

OCCUPATION

**certify that I have sighted original proof of identity documents as required and that the attached photograph is a true image of the applicant whose details are listed on this form.**

I make this solemn declaration by virtue of the *Oaths, Affidavits and Statutory Declarations Act 2005* and I am aware that making a false declaration is an offence punishable by imprisonment under the *Criminal Code 1913*.

WITNESS SIGNATURE

DATE OF BIRTH

		/			/				
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**Please see 'Description of Authorised Witness' section overleaf for who can witness a Statutory declaration.**

PRIMARY IDENTIFICATION SIGHTED

SECONDARY IDENTIFICATION SIGHTED

Attach photographs in this space or to the top of the form

**PLEASE DO NOT GLUE**

**CREDIT CARD AUTHORISATION (IF REQUIRED)**

Your credit card details will be securely destroyed once your payment has been processed

\* Required fields

CARDHOLDER NAME *		
CARD NUMBER *	CREDIT CARD TYPE <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	EXPIRATION DATE
<b>I authorise the Department of Transport to charge my credit card in the amount of: \$</b> (please refer to <a href="http://www.transport.wa.gov.au/dvs">www.transport.wa.gov.au/dvs</a> for current fees)		
PRINTED NAME	SIGNATURE	DATE
RENEWAL PERIOD <input type="checkbox"/> 1 Year <input type="checkbox"/> 5 Years		

## 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 on the reverse of this form. 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' on the back of this form) and certify copies to accompany this form.
- complete the witness details below 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:** Please 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.

**Please 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 photo identity card for police or defence force personnel (excluding civilian identity cards).
- 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 Western Australian Proof of Age card (not an 18+ card).

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

- Medicare Card.
- A current Australian EFTPOS or Credit Card.
- 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
  - 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.