



Proof of Identity

Policy Intent

Proof of identity is required to confirm an applicant's identity. Accurate identification is required to conduct eligibility checks, identify any previous tenancy history and assist in debt recovery activity.

In addition clients sign, as part of the application process, Statutory Declarations that are legal documents which require correct identity.

Levels of proof

Housing Tasmania requires full proof of identity.

Full proof of identity requires the presentation of original documents (not photocopies) and should include:

- One primary proof of identity (high quality evidence of who you are including your date of birth – this may include a drivers licence, birth certificate, current passport or Tas. Gov. Proof of Age Card); and
- One secondary proof of identity (confirming who you are and that you are known by that name in the community (eg Bank Statement, Centrelink statement etc); and
- One proof of residential address (eg electricity or telephone account); and
- Where there is a difference in names between the primary and secondary evidence documents, or to change a name, clients will need to provide one of the following:
 - Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia;
 - Divorce paper (bearing the name being reverted to);
 - Deed Poll (pre November 2000 in Tasmania); or
 - Change of Name Certificate (post November 2000 in Tasmania)
- Applicants who need to prove Residency Status, a Certificate of Evidence of Resident Status or similar documentation from DIMA is required.

Inadequate Proof of Identity

Applicants who are unable to provide full proof of identity are ineligible for assistance and may have their application cancelled.

For further information relating to this policy please email the helpdesk housing.policyhelpdesk@dhhs.tas.gov.au

Page 1/1