

GCIT Card

Evidence of Identity Requirements

Fact Sheet



TAFE Queensland must sight, three (3) matching, **original**, Evidence of Identity (EOI) documents from persons before they undertake the General Construction Induction Training (GCIT) Card (formerly White Card) or when requesting a replacement GCIT Card. Originals may include an electronic document if the document can be accessed and viewed in real time through a secure portal (e.g. the student logs in to myGov and produces their Medicare Card). A photograph of an original document is not considered an original document.

TAFE Queensland must keep a copy of all EOI documents (excluding financial institution debit/credit cards) on the student file. Where financial institution debit/credit card is sighted as EOI, TAFE Queensland must make a record of the name of the financial institution, whether the card is a debit or credit card, and the expiry date.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents; *OR*
- Two (2) Category A documents and one (1) Category B document.

At least one (1) Category A document must be photographic and show the persons full name. At least one (1) Category A or B document must show the persons date of birth and signature. Category B documents must be Australian issued documents.

The persons details on the GCIT Card must match the details on the EOI documents.

Refer to the Special Arrangements or Exceptions sections for more information about EOI arrangements for some groups.

Category A Documents	Status
<ul style="list-style-type: none"> • Australian Birth / Bicentennial Birth Certificate (born in 1988) - Full (not an Extract or Commemorative Certificate); • Australian Citizenship Certificate / Naturalisation Certificate; • Department of Home Affairs (DHA); <ul style="list-style-type: none"> ◦ Certificate of Evidence of Resident Status; ◦ Visa Evidence Card (with PLO56 Visa); or • Queensland or Federal Police Officer Photo Identity Card. 	Current
<ul style="list-style-type: none"> • Australian Passport; • Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage; • Foreign Passport; • Australian Photo Driver Licence; • Queensland Government issued photographic High Risk Work Licence; or • Queensland Accreditation/Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine). 	Current or expired less than two years
<ul style="list-style-type: none"> • DHA - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. <i>Note: Electronic Travel Authority (ETA) is not accepted.</i> 	Valid up to five years after issue
<ul style="list-style-type: none"> • Queensland Card 18+* (laminated). 	Issued after 01/01/1992

**Currently known in Queensland as the Adult Proof of Age Card (not laminated)*

Category B Documents – <i>Must be Australian issued documents</i>	Status
<ul style="list-style-type: none"> • Australian Defence Force Photo Identity Card (excluding civilians); • Australian Firearm Licence (with photo); • Australian Security Guard/Crowd Controller Licence (with photo); • Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card); • Education institution student identity document (must include photo and/or signature); • Financial Institution debit/credit card (must include signature and embossed/printed name); • Medicare card; Department of Human Services BasicsCard; or • Interstate government-issued or government-approved photo identity card. 	Current

CHANGE OF NAME

If a person has changed their name and the name of the EOI documents is different to the name they want on the GCIT card, TAFE Queensland must sight and retain a copy of a change of name document.

Change of Name Documents	Status
<ul style="list-style-type: none"> • Australian Marriage Certificate (ceremonial marriage certificates are not accepted); • Australian Civil Partnership/Relationship Certificate; • Australian Change of Name Certificate; or • Australian Birth Certificate (amended and/or with notations). 	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none"> • Divorce papers Decree Nisi or Absolute (must show the name being reverted to). 	Issued by relevant court
<ul style="list-style-type: none"> • Deed Poll. 	Issued prior to 01/02/2004

SPECIAL ARRANGEMENTS

Special arrangements for EOI apply to the following groups:

- Aboriginal and Torres Strait Islanders;
- Secondary school students; and
- Temporary overseas workers.

Aboriginal and Torres Strait Islanders

The identity of the person may be verified by producing at least one (1) Category A or Category B document and written statements from two (2) authorised referees.

Authorised referees for Aboriginal and Torres Strait Islanders include:

- Chairperson, Secretary or CEO of an incorporated Indigenous organisation (including land councils community councils, housing organisations etc.);
- Community Development Employment Project Coordinator;
- School Principal/Counsellor;
- Minister or Religion;
- Treating health professional or Manager in Aboriginal medical services; or
- Centrelink staff, Centrelink agent or government employee of at least five (5) years.

The authorised referee is to verify the person's identification by providing a written statement on organisational or company letterhead. The written statement must include:

- the person's full name, current address and date of birth;
- evidence that the authorised referee has witnessed the person's signature;
- the period of time the authorised referee has known the person and how they have known the person (e.g. professionally or personally); and
- the authorised referee's signature and date.

Secondary School Students

The identity of the person may be verified by sighting one (1) of the following original documents:

- Australian Birth Certificate issued by the Registry of Births, Deaths and Marriages;
- Australian Citizenship Certificate;
- International travel documents including a current passport or a passport that has expired but has not been cancelled within the preceding two (2) years; or
- Australian Learner's Permit or Driver's Licence (current).

and a written statement signed by one (1) of the following school officials:

- Principal or Deputy Principal;
- Head Teacher or Deputy Head Teacher;
- Secretary or Deputy Secretary; or
- Chief Administrator or Deputy Chief Administrator.

The statement must be written on the school letterhead and include the student's full name and date of birth, and confirming the person attends the institution as a secondary student.

OR

The identity of the person may be verified by producing at least one (1) Category A or Category B document and sighting a Student ID Card issued by the secondary school containing the school crest/seal or stamp. The Student ID Card must have the student's photo, name and date of birth.

Temporary Overseas Workers

The identity of the person may be verified by producing:

- a current passport; and
- a current work visa.

and one (1) of the following:

- overseas drivers' licence;
- overseas financial institution card; or
- overseas birth certificate.

EXCEPTIONS

In addition to these Special Arrangements, exceptions to the EOI requirements may apply in certain circumstances (e.g. incarcerated persons). Exceptions requests are dealt with on a case-by-case basis, and enquiries should be directed to GCIT@oir.qld.gov.au