

Proof of identity for taxi financial assistance

Point to Point Transport Reforms

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Who is this factsheet for?

Taxi licence owners applying for financial assistance. This fact sheet provides an overview of Proof of Identity requirements for the financial assistance scheme for owners of eligible taxi licences.

What other fact sheets are there available?

Another fact sheet is available called "*Financial Assistance*" that provides an overview of eligibility criteria, process and important dates for applying for financial assistance. Transport for NSW encourages anyone who intends to apply for financial assistance to read both factsheets.

Also available is a fact sheet called "*Transition for taxi licence holders*" that provides an overview of the transition process for anyone currently providing a taxi service. Anyone who owns an eligible taxi licence and provides a taxi service is encouraged to read both factsheets.

Important information

As a person registered as a taxi licence owner you will receive a letter in January 2023 with detailed information on how to apply for financial assistance.

Taxi licence owners will need to provide certified copies of proof of identity documents and basic information about all the eligible taxi licences they own.

A dedicated telephone contact centre is available on **131 727** to help taxi licence owners complete their applications.

Why does Transport for NSW require my proof of identity documents?

When Transport for NSW receives an application for financial assistance, it has to verify it is dealing with that person or persons to ensure the financial assistance is paid to the eligible taxi licence owner. This applies for individual, joint or corporate licence owners.

Failure to provide certified proof of identity documents will cause delays in assessing the application.

Who will need to provide proof of identity documents?

1. Individual applicants where the owner of the eligible taxi licence is an individual.
2. Each person that owns an eligible taxi licence jointly under a partnership or other agreement.
3. The nominated director or any other person authorised to submit an application in respect of an eligible licence owned by a corporation.



For the latest updates please visit **Transport for NSW website.**

What are the requirements for establishing proof of identity?

To establish proof of identity, you must provide certified copies of documents totalling at least 100 points. This must include at least one (1) primary proof of identity document. Each accepted document has a point value of 70, 40, 35 or 25 points.

Documents submitted as proof of identity must be certified within the last

three months before they are submitted as true **copies** of the original/s. The list of people that can certify documents is included at the end of this fact sheet.

Value of proof of identity documents

To establish proof of identity, you need to provide 100 points of certified identification from the following documents:

Document type	Point value	Document details
Primary documents (Applicant must provide a minimum of one (1) primary document)	70 points	<ul style="list-style-type: none"> • Birth certificate (not an extract) • Birth card issued by the New South Wales Registry of Births, Deaths and Marriages¹ • Australian Citizenship Certificate • Current passport • Expired passport which has not been cancelled and was current within the preceding two (2) years • Other document of identity having the same characteristics as a passport (this may include diplomatic documents and some documents issued to refugees that contain a photo or signature e.g. ImmiCards²).
Secondary documents	40 points	<ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • Service NSW photo card • Licence or permit issued under a law of the Commonwealth, State or Territory Government (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution

1. A certified copy of a document from the NSW Registry of Births Deaths and Marriages showing details of birth registration including full name, location, and date of birth is acceptable.

2. ImmiCards are issued to holders of certain types of visas who do not have and cannot obtain a passport. Types of ImmiCard include an Evidence of Immigration Status ImmiCard, Australian Migration Status ImmiCard, Permanent Resident Evidence ImmiCard, and Residence Determination ImmiCard.

Document type	Point value	Document details
Secondary documents	35 points	<ul style="list-style-type: none"> • Document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice with current name and address • Document from your current employer or previous employer within the last two years • Land Titles Office record • Document from a rating authority (e.g. land rates) • Document from the Credit Reference Association of Australia
Secondary documents	25 points	<ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit, debit, or EFTPOS card • Medicare card (signature not required on Medicare card) • Records of a public utility provider up to 12 months old (e.g. a phone, water, gas or electricity bill) • Records of a financial institution (e.g. a bank statement) • The electoral roll compiled by the Australian Electoral Office and available for public scrutiny • Records held under a law other than a law relating to land titles • Lease/rental agreement • Rent receipt from a licensed real estate agent • Record of a primary, secondary or tertiary education institution attended within the last 10 years • Record of professional or trade association of which applicant is a member

Documents required to submit applications for financial assistance

Jointly owned eligible taxi licences

If you own an eligible taxi licence with one or more other people under a partnership or other arrangement, the person making the application will need to provide:

- 100 points of proof of identity documents for each eligible taxi licence joint owner. Each document will need to be certified as a true copy of the original.
- Evidence that you are authorised to make the application on behalf of all owners of the licence. A form will be available to download from the Transport for NSW website for all taxi licence owners to complete.

Eligible taxi licences owned by corporations

If you are making an application as an authorised representative of a corporation that owns an eligible taxi licence you will need to provide:

- 100 points of proof of identity documents. Each document will need to be certified as a true copy of the original.
- Evidence the corporation is a legal entity. This can be shown by providing a certified copy of one of the following:
 - Certificate of Registration for a company
 - Current Company Extract
 - Certificate of Registration on Change of Name
 - Printed extract from the **Australian Securities & Investments Commission (ASIC) website**.
- Evidence you are a director (also referred to as an office holder) of the corporation by providing an extract from the **Australian Securities & Investments Commission (ASIC) website**.
- If you are not listed as a Director or authorised representative on the organisation's identity documentation, you will need to provide a **letter of authorisation** signed by a listed Director or authorised representative on a company letterhead instead stating that you are authorised by the corporation to make the application and deal with TfNSW for the purposes of the application.

Certification of documents

Before uploading, all identity documents must be certified as a true copy of the original by a Justice of the Peace or other person in the list at the end of this factsheet.

Copies must be certified within the last three months before they are submitted (i.e. an identity document provided on 1 April 2023 must have been certified on or after 1 January 2023).

Before certifying a document, the certifier must ensure the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

I certify that this is a true copy of the original document produced to me on [DATE]

Signature

Full name

Qualification (e.g. JP, Pharmacist) (and registration number if applicable)

Support

If you are having difficulty meeting the requirements to prove your identity you can call **131 727** for assistance. Our staff may contact you requesting further information to help you verify your identity to consider your application for financial assistance

People who can certify copies of Proof of Identity documents

Part 1 – Occupations

Occupation
Chiropractor
Dentist
Legal practitioner
Medical practitioner
Nurse
Optometrist
Patent attorney
Pharmacist
Physiotherapist
Psychologist
Trade marks attorney
Veterinary surgeon

Part 2 – Other persons

Person
Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)
Bailiff
Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
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Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
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Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this Part

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- (a) an officer; or
 - (b) a non commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
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Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
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Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this Part

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
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Sheriff

Sheriff's officer

Teacher employed on a full time basis at a school or tertiary education institution

Member of the Australasian Institute of Mining and Metallurgy
