

# How to get certified copies of your ID Queensland

**Certified copies of your identification documents are needed to request your personal records.**

## What identification can I use?

You will be asked for different identification documents depending on why you need copies of your certified ID.

The examples of ID below include those that can be used when requesting personal information held by Queensland government agencies.

**Please provide a copy of ONE of these:**

- driver's licence or photo identification card
- passport identifying page
- statutory declaration verifying your identity from somebody who has known you for at least 1 year
- birth certificate
- prisoner's identity card certified by a corrective services officer.

**If your name has changed you may need to provide copies of paperwork to link your old and new names, such as:**

- change of name certificate from the Births, Deaths and Marriages registry office
- marriage certificate
- deed poll.

**Here are examples of some other documents you may be able to provide if you do not have any of the ones listed above:**

- pension card from Centrelink
- Medicare card
- bank account card, for example an ATM card
- a bank or utility statement showing your address.

## Getting ID copies certified

A 'certified copy' is a copy of an original document that a qualified person has sighted and states on it that it is a true copy of the original.

After sighting the original document the person certifying it must:

- Use a stamp or write by hand on the copy:
  - For a single page document: 'This is to certify that this is a true and complete copy of the original, which I have sighted.'
  - For a multi-page document: 'This is to certify that this [note the number of pages] page document (each page of which I have numbered and signed) is a true and complete copy of the original [note the number of pages] page document, which I have sighted.'
- Sign the statement.
- Write the following details:
  - name and business address
  - profession or occupational group (listed in the next column)
  - date certified
  - if the certifying person is a Justice of the Peace or a Commissioner for Declarations they must list their registration number.

## Where to get photocopies

- **Libraries and Australia Post offices.** Ask about free services for members or pensioner and concession card holders.
- **Retail office suppliers** and printing services may offer self-service photocopying.

## Who can certify

In Queensland the following are examples of people who may be able to certify copies of ID:

- legal practitioner
- Justice of the Peace
- Commissioner for Declarations
- Notary Public
- in the case of a prisoner, a corrective services officer.

Each organisation that receives your certified copy will decide whether to accept the certification.

\*\* Disclaimer: The information provided in this fact sheet is for information only. It must not be relied on as legal advice. You should seek legal advice about your own particular circumstances. | Last updated February 2024  
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