

Freedom of Information Certified Identification

Factsheet

Why does the Department of Health and Human Services ask for a certified copy of photo identification?

The Department of Health and Human Services (the department) receives a large number of freedom of information applications for access to personal documents each year and needs to make a decision about releasing documents in accordance with the *Freedom of Information Act 1982*. Providing a certified copy of photo identification (such as a driver's licence or passport) with a freedom of information application assists the department to verify that an applicant is the person who they claim to be.

What is a certified copy of photo identification?

A certified copy is a photocopy that has been verified to be a true copy by an approved witness (see list below for approved witnesses). The person certifying the photocopy of the identification must sight the original identification and make sure that the photo is of the same person. The person who certifies the identification must do the following:

- stamp or write "This is a true copy of the document sighted by me";
- write the date and their signature;
- include their contact details (name, address and telephone number); and
- use their official stamp or seal of their organisation or write their profession and organisation name.

Who can certify a copy of my photo identification?

There are many people who can certify identification, including the following:

- a pharmacist
- a principal of a primary school, high school or secondary college
- a member of the police force
- a justice of the peace or a bail justice
- a registered medical practitioner
- a registered dentist
- a veterinary practitioner.

What if I don't have any photo identification?

If you do not have a photo identification document, please provide certified copies of two other documents that show your identity, such as your Medicare card, pension card or an official letter that is addressed to you and

shows your current address. If you are unable to provide these documents, please contact the Freedom of Information unit on 1300 650 172 or (03) 9096 8449.

Where do I send my certified identification?

Once you have a certified copy of your identification, please send this to:

Freedom of Information unit
Department of Health and Human Services
GPO Box 4057
Melbourne Victoria 3001

Your privacy

The Department of Health and Human Services (the department) is committed to protecting your privacy. We collect and handle personal information in a Freedom of Information application for the purposes of processing the application.

For more information on the department's privacy collection statement, please refer to the following websites:

www.dhs.vic.gov.au/privacy and www.health.vic.gov.au/privacy

To receive this publication in an accessible format phone (03) 9096 8449, using the National Relay Service 13 36 77 if required, or email foi@dhhs.vic.gov.au

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Department of Health and Human Services, July 2016.

This fact sheet was created by the Department of Health and Human Services for information purposes only. It is not a replacement for independent legal advice.