

|  |
| --- |
| Freedom of Information  Certified Identification |
| Factsheet |
|  |

# Why does the Department of Health ask for a certified copy of photo identification?

The Department of Health (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 020 360.

# 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   
GPO Box 4057  
Melbourne Victoria 3001

|  |
| --- |
| To receive this publication in an accessible format phone 1300 020 360, using the National Relay Service 13 36 77 if required, or [email foi@health.vic.gov.au](mailto:foi@health.vic.gov.au)  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Department of Health, February 2021.  This factsheet was created by the Department of Health for information purposes only. It is not a replacement for independent legal advice. |

