



PROOF OF IDENTITY

If photo identification is not available the 100-point identification check below must be completed. You are required to take original identification documents to the value of 100 points to an authorised person for completion.

APPLICANT/DIRECTORS DETAILS

Surname:	
Given Names:	

AUTHORISED PERSON DETAILS

Surname:	
Given Names:	
Address:	
Contact Ph No:	Occupation:

DECLARATION

Authorised Persons Declaration:	"I declare that I have perused the original documents listed below and the applicant/director has achieved 100 identification points".		
Signature Of Authorised Person:	Date:	/ /

PRIVACY NOTICE

BSA is collecting the information on this form to receipt payment for fees and charges payable under the *Domestic Building Contracts Act 2000* and the *Queensland Building Services Authority Act 1991*. This information can be disclosed by BSA to another party with your consent or as authorised or required by law. For further information visit the BSA website at www.bsa.qld.gov.au.

DOCUMENTS USED FOR IDENTIFICATION

Identification	Points	✓ Tick	Card Type & Number (Last 4 digits)	Expiry Date
Current Drivers Licence	40			
Passport	70			
Birth Certificate	70			
Citizenship Certificate	70			
Medicare Card	25			
Tertiary ID Card	40			
Credit/Debit Cards	25			
Membership Cards	25			

PERSONS AUTHORISED TO COMPLETE PROOF OF IDENTITY:

Accountants (Registered Members of the Institute of Certified Practising Accountants)
Bank Managers
Barristers, Solicitors or Judges
Clerks of the Court
Commissioned Officers currently serving in the Regular Defence Forces
Elected Representatives of Federal, State & Territory Parliaments & Municipal Govt or Shire Councils
Holders of Statutory Offices for which an annual salary is payable
Teachers (full time who have been teaching for more than 5 years at schools or tertiary institutions)

Justice of the Peace
Commissioner for Declarations
Police Officers
Postal Managers
Public Servants (current full-time employee of Commonwealth, State, Territory, Local Statutory Authorities, who have been employed continuously for at least 5 years by their current employer)
Any BSA Staff Member