



Office of State Revenue
NSW TREASURY

Proof of Identity Documents for First Home Owner Grant Applications

- This form provides a list of documents acceptable for each category of identification mentioned in the First Home Owner Grant (FHOG) application form
- This form is to be read in conjunction with the FHOG application form and should only be used where the documents identified within the FHOG application form are not available
- All copies of documents must be certified. Refer to the FHOG application form for a list of people who can certify copies.

Each applicant and their spouse must lodge a certified copy of a document from each of the 4 categories as proof of identity. For example:

- 1 A Birth Certificate – (Category 1)
- 2 Driver's Licence – (Category 2)
- 3 Medicare Card – (Category 3)
- 4 Current utilities bill (showing the applicant's name and residential address) – (Category 4.)

Note: A document must be provided for each of the 4 proof of identity categories

Preferred documents listed on FHOG application form

Category	Documents satisfying the objective	Comments
Category 1 Documents	<p>If born in Australia:</p> <ul style="list-style-type: none"> ■ An Australian birth certificate[†] <p>If born Overseas:</p> <ul style="list-style-type: none"> ■ Current Passport ^{**} <p>Record of immigration status:</p> <ul style="list-style-type: none"> ■ Citizenship Certificate[†]; or ■ Permanent Residency Certificate[†]; or ■ Permanent Residency Visa[†] 	<p>* Where the Current Passport is an overseas passport also provide one of the 'Record of Immigration Status' documents</p> <p>[†] Evidence of Change of Name required if the name on any of the documents presented is different to the name of the applicant, ie as link between former name and current name (eg NSW Registry of Births, Deaths and Marriages (BDM) issued Marriage Certificate, Change of Name Certificate or deed poll)</p>
Category 2 Documents	<ul style="list-style-type: none"> ■ Australian driver's licence (current)[†] ■ Passport (current)[†] ■ Firearms licence (current)[†] ■ NSW photo card 	
Category 3 Documents	<ul style="list-style-type: none"> ■ Medicare card[†] ■ Motor Vehicle Registration ■ Centrelink or Department of Veterans' Affairs Card[†] ■ Security guard/crowd control licence[†] ■ Tertiary education institution ID card[†] 	
Category 4 Documents	<ul style="list-style-type: none"> ■ Utility documents of residential address ■ Insurance Policy with current residential address 	

List of Acceptable Documents

Category 1 – Evidence of Australian Citizenship or permanent residency	
Document	Explanation / Description
If born in Australia Australian birth certificate	Australian Birth Certificate issued by Registry of Births Deaths & Marriages
If born overseas Current passport	Where the current passport is an overseas passport or a passport is not available provide one of the following 'Record of Immigration Status' documents
Record of immigration status (at least one of the following)	
Citizenship Certificate	Australian Citizenship Certificate
Certificate of Evidence of Resident Status (Form 283)	Certificate of Evidence of Resident Status (Form 283) issued by Department of Immigration and Multicultural Affairs (DIMA)
Permanent Residency Visa	Australian Visa, as provided in your current overseas passport

Category 2 – Linkage between identity and person (photo and signature) – at least one of the following	
Document	Explanation / Description
Current Australian driver's licence	Current driver's licence, learners permit or provisional licence showing same name and address as application
Current Australian passport	Current Australian passport in applicants name. Lapsed Australian passports must not be used
Certificate of Identity	Certificate of Identity issued by Dept Foreign Affairs or DIMA for one time use by Australians travelling overseas
Firearm or shooters licence	Current shooters or firearms licence
Overseas passport	Current Visa for entry into Australia and permitted to remain as resident or tourist
NSW photo card	Current NSW photo card issued by Roads and Traffic Authority

Category 3 – Evidence of identity operating in the community – at least one of the following	
Document	Explanation / Description
Name change of name by marriage.	Change of Name Certificate or deed poll only in cases other than change
Australian Marriage Certificate	Original Australian Marriage Certificate (full) Issued by State Government agency. Not church or celebrant issued.
Australian divorce papers	Original Australian divorce papers.
Centrelink or Department of Veterans Affairs Card	Current Centrelink or Department of Veterans Affairs Card in the name of the applicant
Share certificates	Share certificate issued in applicants name
Term deposits	Term deposit notice in applicants name
Other financial papers issued in applicants name	Other financial papers or documents such as superannuation statements
Health Insurance card	Current health insurance card showing applicants name
Medicare card	Medicare card showing applicants name

Overseas birth certificate	Must be accompanied by certified translation if not written in English.
Trade certificate	Original Australian trade certificate in applicants name/maiden
Registration certificate from a professional board	Registration certificate from a National or State/Territory Professional Registration Board eg: Doctors , Nurses, Dentists, Physiotherapists and Accountants
Motor vehicle registration	Current motor registration showing name and address of applicant
Defence discharge	Australian Armed Services Discharge papers
Motoring Association Card membership	Current membership card or documents issued in applicants name: NRMA, RACQ, RACV, RAA, RACT, RAC(WA), AANT
Tertiary education institution ID card	Current tertiary education institution ID card issued in applicants name

Category 4 – Evidence of current residential address – at least one of the following	
Document	Explanation / Description
Rates notice	Current rates notice in applicants name and showing address
Mortgage papers	Legally drawn mortgage papers
Insurance Policy	Insurance Policy or renewal in applicants name and showing current address
Lease or tenancy agreement	Formal lease or tenancy agreement in applicants name and showing address
Utility account	Current utility account eg gas, water, electricity or phone (not mobile phones) in applicants name and showing address
Electoral enrolment	Proof of electoral enrolment – card issued in claimant's name and current address.
Work notice / reports / reference	Termination notice, report or reference from employer in applicants name. To be verified with employer.