

# AFFIDAVIT: ID VERIFICATION

## HOW TO COMPLETE YOUR ID VERIFICATION AFFIDAVIT

Proving your identity without using Digital ID

Digital ID is voluntary under sections 3 and 74 of the Digital ID Act 2024 (Cth). Providers must offer an alternative method of verifying your identity. This affidavit provides you with a lawful, paper-based alternative.

**This document contains:**

- A download link to the 3-page affidavit template (editable)
- Clear instructions on how to complete, sign, witness, and submit your affidavit

### WHAT THIS AFFIDAVIT DOES

**This affidavit provides:**

- A lawful alternative to Digital ID
- A verified statement confirming your identity with a clear reference to sections 3 and 74 of the Digital ID Act 2024 (Cth), confirming ID is voluntary
- A request that providers accept this affidavit instead of requiring Digital ID



### BEFORE YOU START

**You will need:**

- Your preferred form of ID (see next page - e.g., driver's licence or passport)
- A device to scan or photocopy your ID
- An authorised witness (see over)
- The ability to save the completed affidavit as a PDF



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# SPORT ID VERIFICATION AFFIDAVIT Continued

GUIDE

## HOW TO COMPLETE YOUR AFFIDAVIT TEMPLATE

### (Simple Step-by-Step)

#### 1. Download the affidavit

Click [THIS DOWNLOAD AFFIDAVIT TEMPLATE LINK](#) to save the Word file to your device. Open the Word file on your computer (or use a tablet or phone).



#### 2. Complete the affidavit text

A. Insert your full legal name (exactly as it appears on the document you are providing to prove your identity in this affidavit). You will do this on page 1 of the affidavit and on any exhibit pages - as explained below.

B. Write your full name, place of residence and profession.

E.g. "John Smith, Brisbane, QLD, Engineer" or "Sally Smith, Sydney, NSW, Stay At Home Mum".

#### 3. Select your ID

##### Generally accepted forms of ID include:

###### Primary ID (select one document)

- Driver's licence (any Australian state/territory)
- Passport (Australian or foreign)
- Proof of Age / Photo Card
- Firearms licence
- Aviation or Maritime Security ID Card (ASIC/MSIC)

###### Secondary ID (select two documents)

(Use these only if the Primary ID is not available)

- Medicare card
- Birth certificate
- Citizenship certificate
- Pension or concession card
- Bank or credit card (only if you choose – cover numbers)
- Rates or utility bill (name + address)
- Student or employee ID card

#### 4. Add Exhibit ID

- Make a photocopy of your chosen form (or forms) of ID and put "A" at the top of the first page. Alternatively, if you are completing your affidavit remotely you could insert a photograph into page 3.

**For identity verification affidavits, a driver's licence or passport is most common.**

#### 5. Arrange a witness & take your original ID document with you!

You must sign the affidavit in front of an authorised witness and remember to take your original ID document with you too! See the following page for a full list of who can witness affidavits in each state/territory.

**Do not sign your affidavit ahead of time!**



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## SIGNING YOUR AFFIDAVIT IN FRONT OF A WITNESS

### 6. Sign the affidavit in person (or remote, where permitted)

Your witness will:

- Add signing location details and date.
- Watch you sign the document.
- Complete the exhibit stamp information.
- Initial all pages.
- Add their name, qualification, and contact or registration number. E.g. "John Smith, Justice of the Peace, JP #123456".

### 7. Save a final copy

After witnessing is complete:

- Photocopy the affidavit for your records and/or scan it into your computer for your records and to be able to send to the agency.
- Provide it to the agency requesting identity verification.
- **Note:** If you are having your affidavit witnessed at a law firm or library you can ask for the person witnessing to photocopy / scan and email your affidavit to you as a courtesy.

#### What does "swear" or "affirm" mean?

You must choose one option when completing an affidavit:

- Swearing means making your statement on oath, calling on God or a deity as your witness.
- Affirming means making a non-religious declaration.

Both options have exactly the same legal force.

Choose whichever you prefer — there is no difference in how the affidavit is treated.



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## AUSTRALIAN CAPITAL TERRITORY

- Lawyer
- Justice of the Peace
- Notary Public
- Police officer (authorised)
- Certain public servants

## NEW SOUTH WALES

- Justice of the Peace (JP)
- Solicitor or barrister
- Notary public
- Commissioner for Oaths
- Certain public sector employees authorised under legislation
- Police officers

Remote witnessing permitted via audio-visual link

## NORTHERN TERRITORY

- Justice of the Peace
- Commissioner for Oaths
- Lawyer
- Notary public
- Police officer (authorised)
- Court officers.

## SOUTH AUSTRALIA

- Justice of the Peace
- Commissioner for Taking Affidavits
- Lawyer
- Police officer (rank Sgt or above)
- Notaries Public
- Proclaimed public servants

## TASMANIA

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Police officer
- Notary public
- Court registrar

## VICTORIA

- Australian legal practitioners
- Justice of the Peace (JP)
- Police officer
- Public Notary
- Pharmacist
- Court registrars
- Certain public servants (senior)

Any person authorised under the Oaths and Affirmations Act 2018 (Vic)

Remote witnessing permitted via audio-visual link.

## QUEENSLAND

- Justice of the Peace (Qualified or Commissioner for Declarations)
- Lawyer
- Notary public
- Certain public servants (authorised)
- Police officers (as authorised by roles)

Qld has strict rules: JP must see the original ID.

## WESTERN AUSTRALIA

- Justice of the Peace
- Lawyer
- Police officer
- Public Notary
- Certain public servants authorised under the Oaths, Affidavits and Statutory Declarations Act 2005 (WA)

Witnessing electronically by Zoom or equivalent is permitted under emergency arrangements.



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