

First Home Benefits Proof of Identity Documents

Note:

- This information sheet provides a list of acceptable documents for each category of identification mentioned in the First Home Owner Grant (FHOG), First Home Plus (FHP), and First Home—New Home application forms.

Each applicant and their spouse/de facto partner must satisfy each POI category. As a minimum, separate documents must be provided for categories 1, 2 and 3 for each person. A Category 4 document is only required where the current residential address is not shown in a category 2 or 3 document.

The documents listed below are the preferred POI documents.

| Category | Documents satisfying the objective | Comments |
|---|--|--|
| Category 1 Documents (Primary Identity Document, showing birth name or the name used when you migrated to Australia – Mandatory) | <p>If born in Australia:</p> <ul style="list-style-type: none"> Australian birth certificate issued by Registry of Births, Deaths & Marriages (birth extracts and passports are not acceptable) <p>If born Overseas:</p> <ul style="list-style-type: none"> Foreign Passport and current Australian Visa[#] issued for entry into Australia or Foreign Passport and Citizenship Certificate or New Zealand Passport[^] or Australian Passport* (only acceptable where foreign passport is no longer available). | <p>Note: Evidence of Change of Name is required if the name on any document presented is different to the name provided in the application. That is a link between former name and current name (e.g. Marriage Certificate or Change of Name Certificate issued by the NSW Registry of Births, Deaths & Marriages).</p> <p>[#] Where your visa label is not current or is not placed on your passport please contact DIAC to arrange for a label to be placed on your passport (except for New Zealand Citizens).</p> <p>[^] New Zealand citizens only need to produce their New Zealand passport as their Special Category Visa issued under section 32 of the <i>Migration Act 1958</i> satisfies the permanent resident requirement for the grant. However, New Zealand citizens must be living in Australia at the commencement date of the eligible transaction.</p> |
| Category 2 Documents (Photo and Signature – Mandatory) | <ul style="list-style-type: none"> Australian driver's licence (current) Passport (current) Firearms licence (current) NSW photo card issued by Roads and Maritime Services | <p>*You must provide a written statement explaining:</p> <ul style="list-style-type: none"> why the Foreign Passport is not available the full name that was shown on the Foreign Passport the date you arrived in Australia. |
| Category 3 Documents (Operating in Community – Mandatory) | <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 Debit/credit card of a financial institution. | |
| Category 4 Documents (Current residential address – only required if not shown in category 2 or 3 documents) | <ul style="list-style-type: none"> Utility documents of residential address (e.g. bills for electricity, gas, water etc.) Insurance Policy with current residential address Statement of Account from a Financial Institution | |

Please find below a list of other Acceptable POI Documents by Category

| Category 1 – Primary Identity Document | |
|---|---|
| Document | Explanation / Description |
| If born in Australia Australian Birth Certificate | Australian Birth Certificate issued by Registry of Births Deaths & Marriages is the only acceptable document. |
| If born overseas Foreign Passport and one of the following: <ul style="list-style-type: none"> ▪ Permanent Resident Certificate ▪ Permanent Resident Visa ▪ Certificate of Evidence of Resident Status | You need to provide your foreign passport and one of the following: <ul style="list-style-type: none"> ▪ Permanent Resident Certificate ▪ Permanent Resident Visa ▪ Certificate of Evidence of Resident Status |
| Category 2 – Linkage between identity and person (photo and signature) – at least one of the following | |
| Document | Explanation/Description |
| Certificate of Identity | Certificate of Identity issued by Department of Foreign Affairs or DIAC for one time use by Australians travelling overseas |
| Category 3 – Evidence of identity operating in the community – at least one of the following | |
| Document | Explanation/Description |
| Change of Name Certificate | Change of Name Certificate issued by a Registry of Births Deaths & Marriages. Only in cases other than change of name by marriage |
| Australian Marriage Certificate | Original Australian Marriage Certificate (full) Issued by State Government agency. Not church or celebrant issued |
| Australian Divorce Certificate | Original Australian Divorce Certificate (Decree nisi) |
| Share certificates | Share certificate issued in your name |
| Term deposits | Term deposit notice in your name |
| Other financial papers | Other financial papers or documents in your name such as superannuation statements |
| Health Insurance card | Current health insurance card showing your name |
| Trade certificate | Original Australian trade certificate in your name |
| Registration certificate from a professional board | Registration certificate from a National or State/Territory Professional Registration Board e.g. Doctors, Nurses, Dentists, Physiotherapists and Accountants |
| Defence discharge papers | Australian armed services discharge papers |
| Motoring Association Card membership | Current membership card or documents issued in your name: NRMA, RACQ, RACV, RAA, RACT, RAC (WA), AANT |
| Education institution ID card | Current education institution ID card issued in your name |
| Category 4 – Evidence of current residential address – not required if current residential address is shown in a Category 2 or 3 document | |
| Document | Explanation/Description |
| Rates notice | Current rates notice in your name and current address |
| Mortgage papers | Legally drawn mortgage papers showing your name and current address |
| Lease or tenancy agreement | Formal lease or tenancy agreement in your name and current address |
| Electoral enrolment | Proof of electoral enrolment – card issued in your name and current address |
| Work notice/reports/reference | Termination notice, report or reference from employer in your name and current address. To be verified with employer |

Note: If you are unable to provide a document for a POI category contact OSR.

Office of State Revenue: ISO 9001 – Quality Certified | **Department of Finance & Services**