



Keypass Application Form

Please ensure you take your nominated original identity documents (including one with a photo) and your application form to a participating Australia Post Office. To be eligible for a concession price, please present an approved government concession card.

Australia Post offers Keypass in Digital ID™ via your smartphone. Find out more at [DigitalID.com](https://www.digitalid.com)

Check the Australia Post website at auspost.com.au/locate to find your nearest participating outlets or learn more about Keypass at auspost.com.au/Keypass.

Complete the form using black ink and by placing an 'X' in selection boxes where required.

Section 1: Personal details

Given name(s); middle initial(s)

Family name / surname

Residential address (exclude GPO boxes)

Unit number

Street number

Street name

Suburb

State

Postcode

Gender

Male

Female

Other

Date of birth (DDMMYYYY)

Contact number

Email address

Are you a concession card holder? (entitles the applicant to a Keypass concession price)

No ► Continue with this request

Yes ► Card number

Accepted Government issued cards include:

- Pensioner Concession Card
- Commonwealth Seniors Health Card
- State Government Issued Seniors Card
- Department of Veteran Affairs (DVA) Health Card (Gold / White / Orange)
- Low Income Healthcare Card
- Healthcare Card
- Foster Child Healthcare Card
- Ex Carer Allowance (Child) Healthcare Card

Section 2: Application request type

A. New card request - 18 years+ (Minimum age: 17 years and 11 months to apply)

- Please refer to the identification table in section 4, choose three forms of identity consisting of:
 1. One document X category A and
 2. One document X category B and
 3. One document X category B or category C
- You must have one photo identification
- If your current resident address is not shown on your identification documents, choose one X category D in addition to the three documents above.
- If one or more identity documents do not match the name on the application, choose one X category E in addition to the three documents above.

B. New card request under 18 years old

- Follow the identification document requirements for New Card 18 + (see section 2A)

C. Change of name and / or residential address request

Was your existing Keypass card issued prior to 2 October 2017?

No ► Continue with this request

Yes ► For a Keypass issued prior to 2 October 2017, you have two options:

- **Choose to upgrade** to the new Keypass to access more services by submitting a 'new Keypass request' (see section 2A or 2B) to meet new identification requirements or
- **Stay** with the pre 2 October 2017 Keypass. Your card expiry date will be 1 October 2022
- **For Change of name** - Refer to the identification table list, choose one X category E
- **For Change of residential address** - Refer to the identification table list, choose one X category D
- **Please hand in your existing Keypass card with your Keypass application.**

D. Expired card

- If your Keypass card was **issued prior to 2 October 2017**, please note that the identification requirements for Keypass have now changed to a higher identity level. Please submit a 'new Keypass request' (see section 2A or 2B)
- For Keypass cards issued **2 October 2017** onwards, please ensure you take your existing Keypass Card and this completed application form to the Post Office.

Section 3: Delivery

Delivery format

- Regular Post
- Express Post - additional fee applies#
- Same Day Service (Melbourne only)* - additional fee applies

Cards will be sent by Express Post or Same Day Service once the application has been approved. Next business day delivery is only available within the Express Post next business day delivery network. For more information visit auspost.com.au/expresspostnetwork. The national next business day delivery network operates between capital cities (excluding Darwin; and for Perth between CBDs only) and some major centres.

* Same Day Service is only available at Flinders Lane or Footscray Post Offices, Victoria (applies to business days only)

Section 4: Identification table

Keypass Card:

Choose your identification based on the instructions from your selected application type in Section 2: Application request type.

Note: • All documents must be current / originals unless specified otherwise. If a document is not in English, please provide a translation, this must be completed by a NAATI accredited translator*

- In most cases, you cannot choose the same document for separate categories. Exceptions are:
 - Ability to choose Immicard in category A and Immicard in category B
 - Ability to choose Australian Visa in category A and International Passport (Foreign) in category B
- For an Australian Visa, please ensure you bring your Foreign Passport to the Australia Post Office
- One identity document must have your proof of address, otherwise select an identity document from category D.

Category A - Mandatory: Cross 'X' one option

- | | | |
|--|--|--|
| <input type="checkbox"/> Australian Birth Certificate (not an extract) | <input type="checkbox"/> Australian Passport (up to two years expired) | <input type="checkbox"/> Immicard |
| <input type="checkbox"/> Australian Visa | <input type="checkbox"/> Australian Citizenship Certificate | <input type="checkbox"/> International Passport (if not in English, with a translation by a NAATI accredited translator) |

Category B - Mandatory: Cross 'X' one option

- | | | |
|---|--|---|
| <input type="checkbox"/> Student Identification Card with a photo (issued by an Australian University, Australian TAFE or Secondary School) | <input type="checkbox"/> Aviation Security Identification Card | <input type="checkbox"/> Larrakia National Identity Card |
| <input type="checkbox"/> International Passport (Foreign) | <input type="checkbox"/> Consular Photo Identity Card (issued by Department of Foreign Affairs) | <input type="checkbox"/> Maritime Security Identification Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> East Arnhem Regional Council Identity Card | <input type="checkbox"/> Police Force Officer Photo Identity Card |
| <input type="checkbox"/> Australian Defence Force Photo Identity Card | <input type="checkbox"/> Firearms Licence | <input type="checkbox"/> Prison Certificate release (with ID Photo) |
| <input type="checkbox"/> Australian Driver Licence | <input type="checkbox"/> High Risk Work Licence (issued by Australian State /Territory WorkSafe or SafeWork) | <input type="checkbox"/> Proof of Age Card (Australian Government issued) |
| <input type="checkbox"/> Australian Learner Permit | | <input type="checkbox"/> Tangentyere Council Identity Card |
| | | <input type="checkbox"/> Working with Children Check Card |

Category C - Cross 'X' one option from Category C or an additional option from category B above

- | | | |
|--|---|---|
| <input type="checkbox"/> Government Benefit – Centrelink Card | <input type="checkbox"/> Commonwealth or State Government Photo Identity Card | <input type="checkbox"/> Identity Document Issued by Department of Foreign Affairs & Trade |
| <input type="checkbox"/> Debit / Credit or Savings Card | <input type="checkbox"/> Construction Induction Card | <input type="checkbox"/> Security Guard (Crowd Control) Photo Licence |
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Foreign Birth Certificate# | <input type="checkbox"/> Student Identification Card with a photo (issued by an Australian University, Australian TAFE or Secondary School) |
| <input type="checkbox"/> Australian Birth Certificate (not an extract) | <input type="checkbox"/> Foreign Driver Licence# | <input type="checkbox"/> Tax Assessment Statement Notice |
| <input type="checkbox"/> Australian Electoral Role Card | <input type="checkbox"/> Government Benefit - Department of Veteran Affairs Card | <input type="checkbox"/> United Nations Travel Document Issued by Department of Foreign Affairs & Trade |
| <input type="checkbox"/> Australian National Tenancy / Rental Agreement | <input type="checkbox"/> Identity Certificate Issued by Department of Foreign Affairs & Trade | |
| <input type="checkbox"/> Certified Australian University Academic Transcript | | |

Category D - Cross 'X' one option if your current address is not shown on any of your identity documents

- | | | |
|--|--|--|
| <input type="checkbox"/> Australian Driver Licence | <input type="checkbox"/> Electoral Enrolment Card | <input type="checkbox"/> Rental Agreement (less than 12 months old) |
| <input type="checkbox"/> Australian Learner Permit | <input type="checkbox"/> Letter from an Australian Government University Institution | <input type="checkbox"/> Telecommunications Bill (no older than 12 months) |
| <input type="checkbox"/> Bank Statement or Proof of Balance (less than 6 months old) | <input type="checkbox"/> Motor Vehicle Registration (not older than 12 months) | <input type="checkbox"/> Utility Notice (no older than 3 months) |
| <input type="checkbox"/> Council Rates Notice (no older than 12 months) | | |

Category E – Cross 'X' one option if your application name differs from the name on your identity documents

- | | |
|---|--|
| <input type="checkbox"/> Change of Name Certificate | <input type="checkbox"/> Marriage Certificate (Australian) |
|---|--|

Section 5: Terms and conditions / Lodgement

A. Identity verification opt-in

Australia Post offers a variety of identity verification services. These services are designed to make it easier for you to transact with Australia Post and other businesses that use these services. In the future, we may - with your consent - be able to re-use* this information to save you time on identity checks for other products and services such as Australia Post Digital ID™. Your details would not be re-used for any other purpose.



Yes, I consent to Australia Post storing and re-using my details to help verify my identity in the future, in accordance with the Privacy Notice.

* Re-use is limited to subscribed providers and subject to the credentials used for the ID verification being valid.

B. Privacy notice

Australia Post collects your personal information in order to process your application, including the verification of your identity. Without this information Australia Post will be unable to produce your Keypass identity card. Your information will be used by Australia Post to be matched against official records held by government authorities and the result will be provided to us via a third party system. In submitting this form you confirm that you are authorised to provide the information contained in it to us and consent for us to use and access information received from your official records for the purposes of processing your application. If one of your identity documents is an Australian Secondary or Tertiary Student Identification with Photo, then you consent to Australia Post verifying your identity and current enrolment directly with your Institution or Secondary School.

Whilst in our possession, your personal information is handled in accordance with the Australia Post Group Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit auspost.com.au/privacy.

C. Marketing opt-in

Australia Post can send you information relating to products and services offered by Australia Post or other businesses. As part of providing this service, Australia Post will not send your personal information to other businesses.



I would like to receive information on products and services offered by Australia Post or other businesses.

D. How to lodge your completed application form

1. Locate your closest participating Post Office at auspost.com.au/pol or call 13 POST (13 76 78) and lodge your application form, original identification documents and payment.
2. The experience:
 - Australia Post will verify your details, copy your original documents (check back to source where applicable), take your photo, and issue a receipt (please retain this until you receive your card). A secondary check will also be performed post lodgement
 - If successful, you'll receive you Keypass within 10 working days (regular post) or check auspost.com.au for Express Post delivery times
 - If your application is unsuccessful we will advise you in writing.

Section 6: Declaration by applicant

Do not sign this form in advance.

Your signature must be witnessed by the Australia Post verifier.

Declaration

I declare that the information in this application form is true and correct.

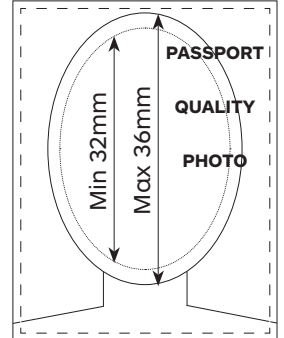
Please sign in black ink inside the box in the presence of an Australia Post verifier



Photo to be attached by Australia Post officer only

Date (DDMMYY)

Secure photo face up



Warning: - It is a criminal offence to provide misleading or false information. Individuals who provide false or misleading information may be subject to prosecution under commonwealth law. Please note once the application is lodged and payment made the application fee will not be refunded.

Australia Post use only

I, the Verifier listed below, hereby certify that;

1. This application relates to the person listed in section 2.
2. The identity verification was carried out on the date shown below.
3. The identification documents recorded in the Point of Sale system were produced to me and appear to be originals.
4. The person being identified appears to have similar facial characteristics as the person in the provided photo.
5. I witnessed the applicant sign this application form.
6. The identity verification has been conducted in accordance with standard procedures.

Verifier's signature

Verifier's name

Comments

Date (DDMMYY)

Work centre code

