



# STREET LAW

## Factsheet 26: Applying for an ACT Proof of Identity Card Without a Birth Certificate

This Fact Sheet is designed to help people in the ACT to apply for an ACT Proof of Identity card if they do not have a birth certificate or passport (“commencement” identification).

### Access Canberra Locations

To apply for an ACT Proof of Identity card you will need to go in person to an Access Canberra Service Centre. These are located in the following locations:

- **Belconnen:** Swanson Plaza, Swanson Court, Belconnen ACT.
- **Dickson:** 480 Northbourne Avenue, Dickson ACT (next to the Dickson Interchange).
- **Gungahlin:** Winyu House, 125 Gungahlin Place, Gungahlin ACT.
- **Tuggeranong:** Homeworld Shopping Centre, Scollay Street, Tuggeranong ACT.
- **Woden:** Level 3, Cosmopolitan Centre (Woden Town Square entrance), 21 Bowes Street, Woden ACT.

### What you will need to bring with you

When you visit Access Canberra you will need to bring as many of these kinds of ID as you can:

- Driver’s licence;
- Medicare Card;
- Centrelink or Pension Card;
- Bank, Debit or Credit Card;
- Working With Vulnerable Peoples Card;
- Health Care Card;
- Student ID;
- Marriage certificate;
- Foreign passport;
- Bills or letters with your current address on them (for example, a letter from Centrelink with your current address on it).

At a minimum, it is usually possible for people to obtain their Centrelink Card, Medicare Card, Bank Card, and a letter with their address on it to bring with them to Access Canberra. For example, you can visit your local Centrelink office and ask for new Centrelink and Medicare Cards and you can also print off a letter with your address on it from your Centrelink or Medicare online account. If you have lost your bank card you can also usually phone or visit your bank and ask for a new card.

### If you are connected with a service provider

If you are connected with any service providers (for example, a shelter or a homelessness or domestic violence support service) it may be helpful to have your social worker or support worker write a letter for you to bring with you to Access Canberra, explaining your circumstances (such as homelessness or domestic violence), how you lost your ID, or why you do not have your birth certificate.

### When you get to Access Canberra

It will cost you \$7 to apply for a proof of identity card and Access Canberra only accept card payments and not cash payments.

You should explain that you are applying for a proof of identity card, however that you do not have a form of “commencement identity”, such as a birth certificate or a passport. You should tell them why you do not have these forms of ID. For example, if you are experiencing a period of homelessness, and these documents have been lost or stolen.

You should tell the Access Canberra representative that you understand that they are able to exercise what’s called “discretion,” and give you a proof of identity card based on the forms of ID that you have with you.

You can give Access Canberra a copy of the letter attached to this Fact Sheet to assist you.

If Access Canberra still deny your request for a proof of identity card you should contact our office for legal advice.

## Template Letter

Access Canberra  
Service Centre

Dear Sir or Madam,

**Re: Application for a Proof of Identity Card without a form of “Commencement” identification**

Thank you for assisting me today to apply for an ACT proof of identity card. My current personal circumstances include:

*(Your personal circumstances, such as if you have been experiencing homelessness, have experienced domestic violence or have recently been incarcerated)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Due to my personal circumstances I do not have a form of “Commencement” identification, such as a birth certificate or passport. However, I do have the following primary or secondary forms of identity that I have brought along with me today and that I have shown to you:

*(The kinds of ID that you have brought with you to Access Canberra)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I request that my application for a proof of identity card be escalated to the relevant delegate and that discretion be exercised to provide me with a proof of identity card in the absence of a form of commencement identification.

If you choose to deny my application I request that you please provide me with a copy of your reasons **in writing** so that I may seek legal advice.

Yours faithfully,

*Name*

*Date*

\_\_\_\_\_

\_\_\_\_\_

*Signature*

\_\_\_\_\_