



## Alternative Proof of Identity Documentation

### First Home Owner Grant

*First Home Owner Grant Act 2000*

**As at 13 January 2021**

Only provide the alternative documentation specified in this fact sheet if the proof of identity (POI) documentation specified in the [First Home Owner Grant Application and/or Pre-approval for the First Home Owner Rate of Duty form](#) (application form) is not available.

Contact us at [www.osr.wa.gov.au/fhogenquiry](http://www.osr.wa.gov.au/fhogenquiry) or on 9262 1299 if you can't provide POI documentation.

### Lodging your application form

When lodging the application form directly with RevenueWA, each applicant and their spouse or de facto partner must provide one document from each of the three POI categories. If any of the documents listed on the application form can't be provided, submit an alternative document listed below.

When lodging the application form through an Approved Agent, each applicant and their spouse or de facto partner must provide one document from POI Category 1. The Agent will request further documents to verify identity.

### Alternative POI documentation

Documents must be issued in the individual's name. If a document is in a different name, provide evidence of change of name.

If a document is in a language other than English, provide a certified translation and a copy of the original document.

### Category 1 - Evidence of Australian citizenship or permanent residency

Document	Description
Australian Citizenship Certificate	If you have lost or cannot present your Australian Citizenship Certificate, provide a Certificate of Evidence of Australian citizenship. Obtain this by completing Form 119 from the Department of Home Affairs at <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>
New Zealand passport	If your passport has expired, provide a copy of your expired passport and a written statement advising the date you commenced residing in Australia and your intention to reside in Australia permanently.  If your passport has been lost or you are otherwise unable to present it, provide proof of current residence status in Australia.

	Obtain this from the Visa Entitlement Verification Online (VEVO) system at <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>
Overseas passport	<p>If there is more than one applicant, we will accept an overseas passport if at least one other applicant has provided evidence of Australian citizenship or permanent residency.</p> <p>If the sole applicant has an overseas passport, provide a current permanent resident visa and a Category 2 document.</p> <p>If the passport has been lost or you are otherwise unable to present it, provide proof of current residence status in Australia. Obtain this by completing Form 164 from the Department of Home Affairs at <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a></p>
Visa Entitlement Verification Online (VEVO)	Provide a printout from VEVO or a copy of the notification from the Department of Home Affairs advising the visa has been granted. The document must specify the visa holder's name(s), visa subclass and visa grant date.

### **Category 2 - Link between identity and person - photo and signature identification**

<b>Document</b>	<b>Description</b>
Overseas equivalent of a preferred document	<p>Must be current with a photograph.</p> <p>If an identity document with a photograph cannot be presented, provide a current passport sized photograph attached to a Statutory Declaration which states why the document cannot be provided and that the photo is a true likeness of the person.</p> <p>Also provide a Statutory Declaration by another person stating</p> <ul style="list-style-type: none"> <li>• the photo is a true likeness of the person</li> <li>• how long they have known the person and</li> <li>• their relationship to the person (for example, employer, teacher)</li> </ul>

### **Category 3 - Evidence the person resides in Australia**

<b>Document</b>	<b>Description</b>
Share certificates	
Term deposit notice or bank statement	
Other financial documentation	Other financial paperwork or documentation, such as superannuation statements
Current health insurance card	
Australian trade certificate	
Registration certificate from a professional board	For example, Doctors, Nurses, Dentists, Physiotherapists, Accountants
Australian Defence Force discharge papers	

Motoring Association membership card	Current membership cards or documents from NRMA, RACQ, RACV, RAA, RACT, RAC (WA), AANT
Other licence	For example, Security/Crowd Controller, Scuba Diving, Skipper's Ticket
Student ID Card	From an Australian tertiary education institution
Non-applicant <b>and</b> non-resident spouse	If a non-applicant spouse cannot provide Category 3 identification because they do not currently, or will not in the future, reside in Australia, provide a written statement from them advising why they do not, or will not, reside in Australia. If their statement is in a language other than English, also provide a certified translation of the statement.

<b>Contact RevenueWA</b>	
<b>Web Enquiry</b>	<a href="http://www.osr.wa.gov.au/fhogenquiry">www.osr.wa.gov.au/fhogenquiry</a>
<b>Website</b>	<a href="http://WA.gov.au">WA.gov.au</a>
<b>Office</b>	200 St Georges Terrace Perth WA 6000
<b>Phone</b>	(08) 9262 1299 1300 368 364 (WA country landline callers)
<b>Postal</b>	GPO Box T1600 Perth WA 6845

**Note:** This fact sheet provides guidance only. Refer to the *First Home Owner Grant Act 2000* for complete details.