



Customs House  
5 Constitution Avenue  
Canberra ACT 2601

Our Reference: C03/06519

Ms Patricia Griffiths  
Manager, International Trade  
Victorian Employers' Chamber of Commerce and Industry  
GPO Box 4352QQ  
Melbourne VIC 3001

Evidence of Identity

Dear Ms Griffiths

Australian Customs is modernising the way businesses report the movement of goods across Australia's borders. These changes, a result of the Customs Cargo Management Re-engineering (CMR) project, have involved a major review of Customs practices. These changes will become effective from 19 July 2005.

One of those changes is the requirement for all persons conducting an import transaction with Customs to undergo the Evidence of Identity (EOI) check process. EOI is a verification process that individuals and businesses are required to complete to prove they actually are who they say they are.

This means that where a person or company is temporarily importing goods under cover of a carnet, then the person who presents a manual Customs document (carnet) at a Customs counter, airport or at an authorised agency, will be required to undergo the EOI process.

Individuals will need to present documents to establish their identity. A list of the documents that will be accepted is at Attachment A.

Companies may wish to be registered under the courier arrangement. The courier arrangement will enable importers to utilise couriers, a regular employee or a Broker/Freight Forwarder for presenting Carnets at specified Customs counters. The process for the courier arrangement is set out in Attachment B.

Likewise, Event organisers may also apply for a courier arrangement when a large number of Carnets will need to be presented.

As these new procedures will affect all VECCI clients using carnets to bring their goods to Australia, it would be appreciated if VECCI could pass this information to the *International Chamber of Commerce* for inclusion in any administrative guidelines for Australia.

Yours truly,

Larry Roux  
Director, Cargo Policy  
Cargo Branch  
June 2005

## Attachment A

Document type	Points
<b>Primary documents</b> <ul style="list-style-type: none"> <li>• a full birth certificate</li> <li>• an Australian Citizenship Certificate</li> <li>• an International Travel Document: <ul style="list-style-type: none"> <li>○ Passport - current</li> <li>○ Passport - expired within last 2 years, but not cancelled</li> </ul> </li> </ul> <p>Other document of identity having the same characteristics as a passport</p>	<b>70</b>
<b>Secondary documents</b> - including photograph or signature of client <ul style="list-style-type: none"> <li>• a licence or permit issued under a law of the Commonwealth, a State or Territory (for example, an Australian driver's licence or an Australian shooter's permit)</li> <li>• a public service employee identity card</li> <li>• an identification card issued to a student at tertiary education institute</li> </ul> <p>an identification card issued by the Commonwealth, a State or Territory as evidence of a person's entitlement to a financial benefit</p>	<b>40</b>
<b>Other documents</b> <ul style="list-style-type: none"> <li>• Mortgage documents</li> <li>• a letter from employer (current or within last two years)</li> </ul> <p>a rating notice (e.g. land rates)</p>	<b>35</b>
<b>Other documents</b> <ul style="list-style-type: none"> <li>• a marriage certificate (for maiden name)</li> <li>• a credit card</li> <li>• a council rates notice</li> <li>• a Medicare card</li> <li>• a foreign driver's licence</li> </ul>	<b>25</b>

At least one document presented as evidence of identity must be a **primary document**.

If a **current photograph** is not provided by the primary document, then it must be provided as part of a secondary document.

If the **name** shown on the primary document differs from the name shown in the secondary documents, proof of the reason for that name change must be provided. This proof does not count towards the 100 point check.

### Visitors to Australia

An international travel document may be accepted as sufficient evidence of identity if the person:

- was not ordinarily resident in Australia immediately before their arrival; and
- has been in Australia for less than six weeks.

### Australia Post Offices

Australia Post is a recognised Registration Authority (RA). Authorised Australia Post offices are able to process Evidence of Identity (EOI) requirements.

EOI must be completed in advance of a digital certificate being issued by a Certification Authority (CA).

For a listing of Authorised Australia Post offices near you, visit the Australia Post website [www.auspost.com.au/keypost](http://www.auspost.com.au/keypost).

To utilise couriers, Carnet holders or owners need to arrange for prior approval from Customs.

Prior approval from Customs requires an owner to arrange and then attend an interview. Interviews can be arranged by contacting the relevant regional contacts.

At interview, owners will be required to provide:

- a 'letter of authorisation' stating that a courier, or couriers, employees or brokers/freight forwarders are acting on behalf of the owner. This letter will need to be signed by the owner, or in the case of a company, the Director, Secretary or a public office holder. The person signing the letter must be the person who attends the interview. The letter of authorisation should be on company letterhead (where appropriate) and must include a photo(s) of the courier(s) or employee(s) and the full name of the individual(s);
- evidence of identity documentation (total value of 100 points) to support the identity of the person signing the letter of authorisation. In the case of companies, a further independent check will be made to ensure that the person attending the interview is in one of the required positions to commit the company to the arrangements sought.

Once the evidence of identity checks are completed and the letter of authorisation is accepted, Customs will discuss and agree with the owner (at the interview) the specified counters that couriers or employees can use to lodge Carnets or temporary import documents and a start date for the agreement.