

Identifying the requester

Requester's identity must be verified

You must satisfy yourself about the identity of the individual making the request before releasing personal information to them.

(s45(a))

Under the Police 'evidence of identity' standard adopted for personal information requests (see '[Evidence of identity](#)' information on the Police website), you must verify a person's identity in person or through a trusted referee, as follows:

Verifying identity in person

If you are satisfied you know the requester making a request in person, then you probably do not need to sight evidence of identity.

If you do not know the requester, then to verify identity in person, sight a primary and secondary form of identification, one of which must be photographic.

Primary and secondary IDs

Primary ID:	Secondary ID:
<ul style="list-style-type: none"> • original birth certificate • passport • firearms licence 	<ul style="list-style-type: none"> • driver licence • community services card • 18+ card • student/employee ID • credit card • other identification bearing the requester's signature.

Verifying identity via a trusted referee

For postal, email or online requests, photocopies of the above identification documents are acceptable provided the photographic copy has been endorsed as a true copy of the original by a trusted referee who must:

- be over 16, have known the requester for at least 12 months, and not be related or a partner/spouse or a co-resident of the requester

or

- be a person of standing in the community such as a registered professional, religious or community leader, including:
 - Police constable
 - Justice of the Peace
 - Solicitor
 - Registrar or Deputy Registrar of a court
 - Judge
 - other person authorised to take statutory declarations

and

- provide their signature, name and contact details.

Keep a record, including copies, of how you have verified the requester's identity.