

How to apply for a

Proof of Age card

Step by Step Guide
Plain Language

May 2019

About this Guide

This guide is about how to apply for a Proof of Age card.

You can apply for a Proof of Age card online by visiting <https://www.vcglr.vic.gov.au/contact-us>.

or you can pick one up at an approved photo point agency.

This guide is written by the Sandybeach Centre.

What you will need before you start

- Access to a Proof of Age form.

Request a form at www.vcglr.vic.gov.au/contact-us or pick one up at an approved photo point agency. Click here for a [list of photo point agencies](#).

- 2 original identity documents:

1 from Category A and 1 from Category B.

Click here for a [list of ID documents you can use](#) or find the list on the form.

- If applicable, evidence of a change of name or documentation that supports eligibility to stay/study in Australia if you have non-resident status.

- Access to someone who can sign as your referee.

Your referee is someone you have known for 12 months or more.

If you are an asylum seeker or refugee, you can use a caseworker as a referee.

- Access to an authorised person to sign the form.

For a full list of authorised persons refer to Section 8 on the form.

- Access to a photo point agency to lodge the form and get your photo taken.

What you will need to know

- Your name
- Your address
- Your daytime telephone number
- Your email address, if you have one
- Your date of birth

Steps

You must be at least 17 years and 11 months old.

1. Fill in your personal details on the form.

2. Identity documents:

- Get 1 original proof of identity document from Category A.
- Get 1 original proof of identity document from Category B.

Photocopies are not accepted.

3. Additional documents:

- If you have changed your name you must provide documents as evidence of this change.
- if you are a non-resident, international student or asylum seekers/ refugee you must provide clear copies of documentation confirming eligibility to stay/study in Australia.

4. Referee:

Take your form and your Category A and Category B original documents to someone you have known for 12 months or more.

5. Your referee must complete the Referee section, and then sign the 'Referee declaration'.

6. Authorised person:

Take your form with your Referee's signature and your Category A and Category B original documents to an authorised person.

7. Sign the 'Applicant's declaration' in front of this authorised person.

8. The authorised person will check your documents, and sign the 'Authorised person's declaration'.

9. Photo point agency:

Take your form and your Category A and Category B original documents to an approved photo point agency.

10. Sign the form in front of the person at the counter. The person will also sign your form.

11. Get your photo taken at the photo point agency.

12. Pay the application fee at the photo point agency. It costs \$10 to apply for a Proof of Age card.

13. Your Proof of Age card will be mailed to you in 25 business days.

More information



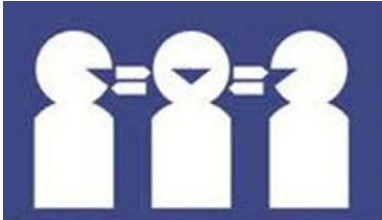
FAQ's [Frequently Asked Questions](#)

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Translating and Interpreting Services

Call 13 14 50

Ask them to call Victorian Commission for Gambling and Liquor Regulation (VCGLR) on 1300 182 457



National Relay Service

Call 133 677 for TTY / voice calls

or

1300 555 727 for Speak and Listen



Website

<https://www.vcglr.vic.gov.au/community-services/proof-age>



Phone VCGLR

1300 182 457

9 am – 5 pm Monday to Friday

not on public holidays



Email

Click on [Contact Us](#)

and submit an enquiry form



Address

Victorian Commission for Gambling and Liquor Regulation (VCGLR)

Level 3, 12 Shelley Street

Richmond Victoria 3121