

How to apply for a

Proof of Age card

Step by Step Guide
Easy English

Hard Words

This guide has some hard words.

The first time we write a hard word

- The word is in purple
- We will write what the hard word means.

About this guide



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

A Proof of Age card is a photo ID card that tells people you are at least 18 years old.



You need to fill in a form to get a Proof of Age card.



You can ask someone you trust to help you fill out the form.

This guide is written by the Sandybeach Centre.

What you will need before you start

- A Proof of Age form



You can get a Proof of Age form online by visiting this website on the internet

www.vcglr.vic.gov.au/contact-us

or

You can get a Proof of Age form from an approved **photo point agency**.



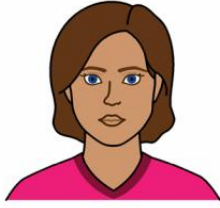
A photo point agency is a building like the Post Office. Click here for a [list of photo point agencies](#).



- 1 **identity document** from Category A
and
1 **identity document** from Category B

An identity document or ID document is a card or piece of paper that has your name, address, photo or birthday on it to prove who you are.

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



- A person who can sign the form as your **referee**.

A referee is a person that you have known for more than 1 year. This person has to be an adult.



- An **authorised** person to sign the form.

An authorised person is a pharmacist, police officer, doctor or bank manager. There is a list of authorised people on the form.



- Be able to get to a photo point agency to give them the form and get your photo taken.

What you will need to know



- Your name



- Your address



- Your telephone number



- Your email address, if you have one



- Your date of birth

The date, the month and the year that you were born.

Steps



1. Fill in the form.



2. ID documents

- Get 1 ID document from Category A.
- Get 1 ID document from Category B.

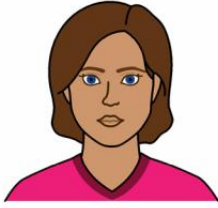


The ID documents must be the originals.
Photocopies are not accepted.



3. Additional documents

- If you have changed your name you must show proof of this.
- A special document is needed for people who are non-residents and refugees.



4. Referee

Take your form and your 2 ID documents to your referee.

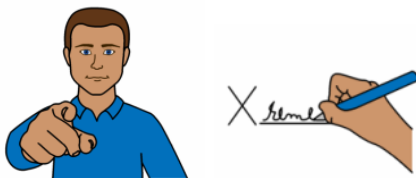


5. Your referee must fill in the form and sign the form.



6. Authorised person

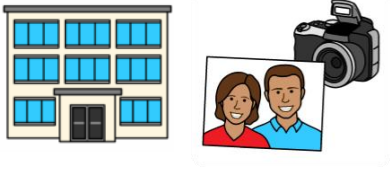
Take your form with your referee's signature and your 2 ID documents to an authorised person.



7. You sign the form in front of this authorised person.



8. The authorised person will check your ID documents and sign the form.



9. Photo point agency

Take your form and your 2 ID documents to a photo point agency.



10. You 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 \$10 to get a Proof of Age card.

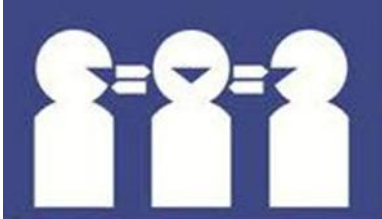


13. Your Proof of Age card will be mailed to you in 25 days.

More information



FAQ's [Frequently Asked Questions](#)



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

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