

Proof of identity for radiation licensing

Department of Health Policy

QH-POL-498:2022

1. Statement

Establishing confidence in a person's identity is a critical starting point for delivering a range of government services. Identity verification has traditionally been conducted in 'face to face' settings. This critical step remains, but how it is implemented is rapidly changing as technology advances.

This Proof of Identity policy sets out the department's approach to confirming an applicant's identity when applying for an Act instrument under the *Radiation Safety Act 1999*, to minimise the risk of an Act instrument being issued to a false or fraudulent identity

2. Purpose

The purpose of this policy is to set out the proof of identity documents the Department of Health will accept when a person is applying for an Act instrument under the *Radiation Safety Act 1999* (the Act).

3. Scope

Radiation is regulated in Queensland through the Act and the *Radiation Safety Regulation 2021* (the Regulation). The purpose of the Act is achieved, in part, by establishing a licensing regime which requires those who possess, use, or transport radiation sources to hold a licence. These licences, together with accreditation certificates and radiation safety officer certificates, are classified as 'Act instruments' under the Act. Applications for licences and certificates must, among other things, be accompanied by documents to prove the applicant's identity to the satisfaction of the chief executive.

This policy applies to all individuals applying for such Act instruments under the *Radiation Safety Act 1999*.

4. Requirements

The requirement for an applicant to prove their identity when applying for an Act instrument is a measure that was introduced to respond to the increasing global threat of terrorism, and is particularly necessary for applicants dealing with high risk radioactive materials.

However, it is important that all persons applying for Act instruments prove their identity to the satisfaction of the chief executive to ensure a link can be established between the person making the application, and the identity for which they are claiming ownership. This is particularly relevant for validating the link between applicants submitting documents as evidence of qualifications and training (or other bases upon which the granting of an Act instrument would be dependent, such as professional registration), and the documents that

have been submitted as verification of the person's qualifications, training or professional registration. Confirming an applicant's identity enables the department to minimise the risk of an Act instrument being issued to a false or fraudulent identity, and being used fraudulently or for malicious purposes.

An application for an Act instrument must be accompanied by at least two documents to prove the applicant's identity, including a certified copy of one Primary document and a certified copy of one Secondary document. At least one of the documents proffered must include a photograph of the applicant.

Primary documents include:

- an Australian birth certificate;
- an overseas birth certificate, accompanied by a passport or Australian visa document issued by the Commonwealth Department of Immigration and Citizenship, or the department that administers the *Migration Act 1958* (Cwlth);
- a document of identity recognised by the Commonwealth Department of Immigration and Citizenship, or the department that administers the *Migration Act 1958* (Cwlth);
- an Australian passport that is current or has not been expired for more than two years;
- a current foreign passport;
- a document evidencing Australian citizenship issued by the Commonwealth Department of Immigration and Citizenship, or the department that administers the *Migration Act 1958* (Cwlth); or
- an Australian driver's licence that is current or has not been expired for more than two years.

Secondary documents include:

- a current identification card issued by the Commonwealth or a State as evidence of a person's entitlement to a financial benefit (for example, a senior health card or pensioner concession card);
- an account statement issued by a financial institution within the previous year;
- a document evidencing discharge from military service within the previous year;
- a student identification card containing the person's photograph and signature and that is current or has not been expired for more than two years;
- a utilities account statement issued by a utilities provider within the previous year; or
- a notice of land valuations, water rates, or council rates issued within the previous year.

Other secondary documents that may be relied upon to confirm the operation of an applicant's identity in the community over time include:

- foreign government issued documents (e.g. driver licences)
- security guard/crowd controller photo licence
- consular photo ID card issued by DFAT
- Police Force Officer photo ID card
- Commonwealth or state/territory government photo ID card
- Aviation Security ID card

- Maritime Security ID card
- firearms licence
- credit reference check
- trusted referees report
- other authoritative online sources of evidence verified by a Third Party Identity Provider
- evidence of digital footprint

The practical application of this section requires applicants to provide to the department evidence to the satisfaction of the chief executive 100 points of identification, including at least one form of photo identification.

The purpose of this requirement is to ensure a verifiable linkage between the identity of the applicant and evidence presented as part of an application. Consequently, if an applicant is, for example, a registered health practitioner, the applicant may not be able to rely on evidence of registration status as also being evidence of the applicant's identity.

5. Legislation

- *Radiation Safety Act 1999*
- Radiation Safety Regulation 2021

Definitions

Term	Definition
Applicant	The person making the application for an Act instrument
Identity document	Any document or other thing that contains or incorporates identification information and that is capable of being used as evidence of identity.

Version control

Version	Date	Comments
1.0	13 June 2022	Initial version