

Proof of identity for radiation licensing

Department of Health guideline

QH-GDL-498:2022

1. Purpose

This information sheet provides guidance to assist applicants for Act instruments (e.g. licensees) under the *Radiation Safety Act 1999* (the Act) in proving their identity when applying for Act instruments.

2. Scope

Radiation is regulated in Queensland through the Act and the Radiation Safety Regulation 2021 (the Regulation). As part of the legislated requirements, those who possess, use or transport radiation sources are required to hold a licence. These licences, together with approvals, accreditation certificates and radiation safety officer certificates are classified as 'Act instruments' under the Act.

The Act provides that a person may apply for a range of Act instruments. If an application is being made by an individual, an application for an Act instrument must, among other things, be accompanied by documents to prove the applicant's identity to the satisfaction of the chief executive. The types of proof of identity documents that must accompany an application for an Act instrument are detailed in the relevant application form.

3. Related documents

Standards, procedures and guidelines

- Department of Health Policy, Proof of identity for radiation licensing

Approved forms

- All application forms for licences and certificates approved under the RS Act.

4. Guidance for applicants for Act instruments

The requirement for an individual 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 is able to be established between the person making the application, and the identity for which they are claiming ownership. This is particularly relevant for applicants submitting evidence of qualifications and training (or other bases upon which the granting of an Act instrument would be dependent, such as professional registration), where a link needs to be able to be established between the applicant and the documents that have been submitted, to verify that the qualifications, training or professional registration belong to the applicant.

Confirming an applicant's identity minimises the risk of an Act instrument being issued to a false or fraudulent identity and being used for malicious purposes.

An application for an Act instrument must be accompanied by at least two documents to prove the identity of the applicant if the applicant is an individual, including a certified copy of one Primary document and a certified copy of one Secondary document. 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 100 points of identification, including at least one form of photo identification.

If the applicant is applying for a licence to use a particular radiation source for a particular practice type, the applicant may be required to provide evidence of professional registration (e.g. registration with the Australian Health Practitioner Regulation Agency, as evidence of their competence to use a radiation source for the intended practice. In these circumstances, the registration or registration document being presented as evidence cannot also be relied upon as evidence of the applicant's identity.

5. Definitions

Term	Definition / Explanation / Details	Source
Applicant	The person making the application for the 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.	

6. Document approval details

Document custodian

Director, Radiation Health Unit, Prevention Division, Department of Health

Approval officer

Executive Director, Health Protection Branch, Prevention Division, Department of Health.

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Version Control

Version	Date	Comments
1.0	19 May 2020	Initial version
1.1	26 April 2022	Incorporates minor changes to reflect remaking of Radiation Safety Regulation 2010.