



EVIDENCE OF IDENTITY (EOI) FOR DIGITAL CERTIFICATES - 100 POINT CHECK

Clients who intend on communicating electronically with Customs are required to purchase a digital certificate. A digital certificate is essentially an electronic signature of either an individual and / or related entity. The digital certificate exists as a software file and is housed within web browsers.

A digital certificate creates a unique identifier that can be checked by the receiver of information, to provide evidence of the sender's identity, and confirm that the document (if signed) has not been altered or interfered with.

Digital certificates are required by any organisation or person in the exporting, importing, brokering, forwarding, cargo reporting, cargo carrying / handling and related industries who intend to communicate directly with Customs electronically. The number of certificates required by a business is dependant on the IT setup of the organisation and the method of communicating with Customs.

Clients who apply for an Individual, Non-Individual or ABN-BSC Authorised Officer Digital Certificate will need to complete an identification check. (The ABN-DSC Standard and Device identification check is completed by the Authorised Officer)

The Evidence of Identity (EOI) check can be done at selected Australia Post outlets, and is similar to a 100-point EOI check undertaken when opening a bank account.

Personal Identification Check

To verify the identity of digital certificate applicants, Customs requires original evidence of identity documents to the value of 100 points. The documents presented must also contain the following elements:

- 1 primary document
- recognisable photograph
- signature
- current residential address
- date of birth

EOI Documents

| Document | Point value |
|--------------------------------------------------------------------------|-------------|
| Primary documents | |
| Passport (current or expired within the last 2 years, but not cancelled) | 70 |
| Birth Certificate | 70 |
| Citizenship certificate | 70 |
| Secondary documents | |
| Australian drivers licence | 40 |
| Public Service Employee ID card | 40 |
| Social Security card | 40 |
| Tertiary Education Student ID card | 40 |
| Mortgage documents | 35 |
| Letter from employer (current or within last 2 years) | 35 |
| A Rating Authority e.g. land rates | 35 |
| Utility bill * e.g. electricity, gas, telephone | 35 |
| ATM card, credit card, bank book, bank statement * | 25 |
| Council Rates Notice | 25 |
| Medicare card | 25 |
| Marriage Certificate | 25 |

*Cannot use more than one from the same financial institution or utility.

Organisation Identification Check

To verify the identity of an organisation named in an application, applicants are approved to supply an original document as evidence of the legal identity of the organisation.

| Grade of certificate | Documentation |
|----------------------|---------------------------------------------------------------|
| Grade 1 | 1 EOI Document |
| Grade 2 | 1 EOI Document |
| Grade 3 | 1 EOI document, plus Notice from Australian Business Register |

Organisation EOI Documents

| Type of organisation | Document |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sole Trader | Business Registration Certificate |
| Australian Public and / or Private Company | Certificate of Incorporation |
| Partnership | Partnership Agreement or Business Registration Certificate |
| Trust | Appointment of trustee or Trust Deed |
| Association | Articles of Association or Extract from the Register of Incorporated Associations |
| Commonwealth/State/ Local Government Department or Agency | Extract from an official publication of the legislation establishing the Government Department or Agency |
| All | <ul style="list-style-type: none"> • Notice issued by the Registrar of the ABR bearing the organisation's name and ABN. • A document issued by the Australian Taxation Office bearing the organisation name and tax file number • An agreement for the purchase of a business • A statement of transactions issued by a financial institution in the name of the organisation, and less than 1 year old • A lease agreement of a business property • Rates notice of a business property |

To find out more about digital certificates, refer to the 'Digital Certificates' section of the Cargo Support website. (www.cargosupport.gov.au)

For more information

Go to www.cargosupport.gov.au

Email cargosupport@customs.gov.au

Phone 1300 558 099