

Forms of ID

Information for clients

This information sheet sets out the types of identity documents Legal Aid Queensland (LAQ) will accept from a client where they are making an application for access to documents containing their own information under LAQ's Administrative Access Scheme, the Information *Privacy Act 2009* (IP Act) or the *Right to Information Act 2009* (RTI Act).

Request for documents from your legal file under LAQ's Administrative Access policy where a LAQ lawyer represented you (excluding preferred supplier firms)

If LAQ has a signature for you on file, you will only need to sign your request for documents and your signature will be used as evidence of your identity.

- You may have provided a signature to LAQ if you submitted a hand written Legal Aid application form or if you have provided your Legal Aid lawyer with written instructions
- Please note – If you have only ever had contact with LAQ via telephone (eg a telephone legal advice session), we will not hold your signature on file and you will need to follow the steps below to provide a certified copy of evidence of your identity.

Requests for documents under the IP Act/RTI Act (or where signature not on file)

The forms of identity that LAQ will accept for applications made under the IP Act or RTI Act (where you are requesting your own personal information) are any one of the following:

- Driver licence;
- Birth certificate or extract;
- Passport;
- A statutory declaration from an individual who has known the person for at least 1 year; or
- Prisoners only - a copy of a prison ID card that has been certified by a corrective services officer.

Photocopies of original ID:

- If you are providing a copy of your original ID, the copy must be certified as a true copy by any one of the following qualified witnesses:
 - A lawyer or notary public;
 - A commissioner for declarations; or
 - A justice of the peace.

If you prefer to take your original ID to one of LAQ's front counters, please provide your ID to a LAQ staff member at the front counter for sighting.

Please do not send your original identity document by post to LAQ

Your Local Legal Aid Queensland office:

BRISBANE

44 Herschel St, 4000

BUNDABERG

3rd Floor, WIN Tower,
Cnr Quay & Barolin Sts, 4670

CABOOLTURE

Ground Floor, Kingsgate
42 King St, 4510

CAIRNS

Level 2, Cairns Square Complex,
42-52 Abbott St, 4870

INALA

Level 1, Inala Commonwealth
Offices, 20 Wirraway Pde, 4077

IPSWICH

Level 7, 117 Brisbane St, 4305

MACKAY

Ground Floor,
17 Brisbane St, 4740

MAROOCHYDORE

Ground Floor, M1 Building
1 Duporth Ave, 4558

MOUNT ISA

6 Miles St, 4825

ROCKHAMPTON

Ground Floor, 35 Fitzroy St, 4700

SOUTHPORT

Level 2, 7 Bay St, 4215

TOOWOOMBA

1st Floor, 154 Hume St, 4350

TOWNSVILLE

3rd Floor, Northtown
280 Flinders St, 4810

WOODRIDGE

1st Floor, Woodridge Place,
Cnr Ewing Rd & Carmody St, 4114

**For more information
about our services visit
legalaid.qld.gov.au**

or phone 1300 65 11 88
or 1300 650 143 (Indigenous Hotline)

