

DOCUMENTS REQUIRED WHEN ATTENDING A BOATING SEMINAR & LICENCE TEST

When Applying for a Licence:

- An applicant must provide Proof of Identity documentation before sitting the tests. See the section on Proof of Identity below.
- Young Adult Licence applicants must be accompanied by a parent or legal guardian when sitting the test. proof of identity of the parent or guardian is required.
- PWC Licence applicants must provide two colour passport acceptable photographs (light background). PWC Licences are plastic photo cards and two new photos will be required each time the licence is renewed.
- An applicant will be required to complete an application form, provide information about any medical conditions which may affect their ability to operate a boat, meet eyesight standards and pay the appropriate fees.

Remember

You must carry your licence and produce it for inspection when requested by a NSW Maritime officer, a member of the Police or other authorised officers.

Owners of vessels must be able to identify the person driving their vessel at all times, even if the owner is not onboard at the time.

Licence holders and owners of vessels should promptly notify NSW Maritime of any changes to personal details or address. Licences sent to the wrong address can be cancelled and a re-instatement fee charged.

If your licence has not been renewed within two years of its expiry date you will need to pass the licence test again.

Recognition of Licences

Temporary recognition of licences is available to visitors from interstate or overseas.

A NSW licence is not required when:

1. your usual place of residence is outside NSW, and
2. you have not been in NSW continuously during the three months preceding the date on which you are driving the vessel, and
3. you hold and carry a valid current licence or permit to drive a vessel of the type you are driving issued under the legislation of another State, Territory or country.

If any of the above conditions cannot be met and you wish to drive a power-driven vessel at 10 knots or more or a PWC regardless of its speed on navigable waters in NSW, you must hold a current NSW General Licence or PWC Licence.

Please note you are required to comply with NSW boating laws while boating in this State. That includes carrying your licence when boating.

Proof of Identity

To ensure the accuracy of records held by NSW Maritime, proof of identity (POI) is necessary when conducting a business transaction.

There are three types of POI documents: Full, Primary and Secondary. **Either one full POI document or at least one primary and one secondary POI document is required.**

Acceptable full proof POI documents (no other document required)

- An RTA issued NSW Photo Driver's Licence that is current or not expired more than two (2) years;
- An RTA issued Photo Card that is current or not expired more than two (2) years;
- A NSW Maritime issued PWC Photo Card Licence that is current or not expired more than two (2) years; or
- A NSW Maritime issued Certificate of Competency containing a photo of the holder that is current or not expired more than two (2) years.

Acceptable primary proof POI documents

- An Australian passport that is current or not expired more than two (2) years;
- An RTA issued NSW Photo Driver's Licence or NSW Photo card that has expired more than two (2) years;
- A NSW Maritime issued PWC Photo Card Licence that has expired more than two (2) years;
- A NSW Maritime issued Certificate of Competency containing a photo of the holder that has expired more than two (2) years;
- A current Document of Identity issued by the Australian Passport Office;
- A current overseas passport;
- An RTA issued NSW Photo Firearm, Security Industry or Commercial Agents and Private Agents Operator Licence that is current or not expired more than two (2) years;
- A current NSW Police Force or Australian Defence Force Photo Identity Card;
- A photo drivers licence issued by another Australian State or Territory that is current or not expired more than two (2) years;
- An Australian Full Birth Certificate showing parental details or a current Photo Birth Card issued by the NSW Registry of Births, Deaths and Marriages (Commemorative Certificates are not acceptable except for 1987 and 1988 NSW Historic Birth Certificates);
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade;
- An Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Citizenship;
- An overseas birth certificate showing parental details provided a passport or an official Australian travel document is also shown;
- Certificate of Aboriginality issued by an organisation (eg: Land Council) recognised by the Aboriginal and Torres Strait Islander Council;
- A current Certificate of Competency issued by another Australian State or Territory that contains a photo of the holder; or
- A current boat licence issued by another Australian State or Territory that contains a photo of the holder.

Acceptable secondary proof POI documents

- A NSW Maritime issued General or Young Adult Boat Licence that is current or not expired more than two (2) years;
- A current Medicare card, Pensioner Concession card, Department of Veteran's Affairs Entitlement card, or any other current entitlement card issued by the Commonwealth Government;
- A current credit card that shows your name and signature or account card from a bank, building society or credit union, or a passbook or account statement that is current or not expired more than one (1) year;
- A telephone, gas or electricity bill not more than one (1) year old;
- A water rates, council rates or land valuation notice not more than two (2) years old;
- An electoral enrolment card or other evidence of enrolment not more than two (2) years old;

- An armed services discharge document not more than two (2) years old;
- A current student identity card or a certificate or statement of enrolment not more than two (2) years old from an educational institution; or
- A current Mobility Parking Scheme (MPS) card with or without a photo.

Acceptable young adult POI documents?

Young adult licence applicants (persons between 12 years and under 16 years of age) can meet POI requirements by providing original documents or certified copies of one (1) of the following:

- At least one (1) primary proof and one (1) secondary proof document as listed above; or
- An Australian Full Birth Certificate showing parental details or a current Photo Birth Card issued by the NSW Registry of Births, Deaths and Marriages.

Young adult licence applicants must obtain written consent from a parent or legal guardian to obtain a boat licence and acceptable POI documents for the parent or legal guardian must also be provided.

Legal guardians must also provide the original or certified copy of the document evidencing legal guardianship.

Acceptable company/organisation POI documents

A company/organisation shows Proof of Identity by proving its legal status. To prove its legal status a company/organisation must provide an Australian Company Number (ACN) by supplying the original or a certified copy of one of the following documents:

- A Certificate of Incorporation issued by the NSW Office of Fair Trading or its interstate equivalent;
- A Certificate of Registration of Business Name;
- A current Company Extract;
- A Certificate of Registration on Change of Name; or
- A printed extract from the Australian Securities and Investments Commission (ASIC) website

Sole traders and partnerships without a registered business name must supply an ABN or Statutory Declaration stating the nature of the business.

A foreign company must provide a Certificate of Registration of a Foreign Company with an Australian Registered Body Number (ARBN).

Where a company/organisation nominates a designated officer as its controller/representative, the application must be accompanied by a letter on company/organisation letterhead and signed by a Director/Secretary authorising the controller/representative to act on behalf of the company/organisation.

The nominated controller/representative must also provide acceptable POI documents.

For other acceptable POI documents and for further information contact the Infoline on 13 12 56.