Australian Government
Australian Customs Service

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 house 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 of 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	• 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
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Phone 1300 558 099