

Form

Incarcerated Student Evidence of Identity form

| About this form | |
|---|--|
| When to use this form | <p>This form can only be used if the student is currently sentenced or in remand within a correctional facility who has insufficient identity documents available to:</p> <ul style="list-style-type: none"> • create a USI • find/verify a USI • update name (first name/last name/single name) • update date of birth • obtain a copy of a VET transcript • give authority to a nominated representative to act on the student's behalf. <p>Your verified USI number will be provided to your nominated representative.</p> |
| Returning this form | <p>Returning this form</p> <p>Check that all required questions are answered, and the form is signed and dated by the student and the nominated representative.</p> <p>By email: forms@usi.gov.au</p> <p>We require pages 2, 3 & 4 to be completed and returned to action the request.</p> |
| Nominated representative | <p>Your nominated representative will complete the 'Representative Details & Declaration' (page 4).</p> <p>A nominated representative can be an Education Officer or Corrections Officer (from a training provider or correctional facility).</p> |
| Sending a copy of your VET transcript & setting up third party authority | <p>You have the option to send a copy of your VET transcript to your nominated representative and/or set up third party authority (TPA) for your nominated representative to act on your behalf.</p> <p>If you wish to have your VET transcript sent, or third party authority added to your account, complete questions 9 & 10 (page 3) of the 'Student Details and Declaration' and have your nominated representative complete the 'Representative Details & Declaration' (page 4).</p> <p>If you do not give your nominated representative the authority to act on your behalf, they cannot make enquiries unless you are with them and we are able to get verbal consent from you.</p> |
| Privacy Notice | <p>Your personal information is protected by law including under the <i>Privacy Act 1988 (Cth)</i> and the Australian Privacy Principles.</p> <p>The Office of the Student Identifiers Registrar's (OSIR) privacy policy provides details of how you may seek to access and correct your personal information and lodge a complaint about a breach of your privacy.</p> <p>A copy of our privacy policy can be accessed on our website at: usi.gov.au/documents/privacy-policy</p> |

Form

Incarcerated Student Evidence of Identity form

Student Details & Declaration

IMPORTANT: For this form to be accepted for processing, all questions marked with an asterisk (*) are mandatory.

1. Your Unique Student Identifier (USI number) if known:

(do not complete if this form is being submitted to create a USI)

2. Your Name *

First Name: *

Middle Name(s):

Last Name: *

OR I am known as One Name Only:

3. Have you ever been known by any other names?

(Other names: name at birth / name before marriage / previous married name / Aboriginal or skin name / alias / adoptive or foster name)

4. Your date of birth * (DD/MM/YYYY)

5. Your gender *

Male Female Other/Prefer not to say

6. Your country and town/city of birth * (we require both to locate or create a USI account)

Country:

City or Town:

7. I am seeking to* (please select any relevant options)

- | | |
|---|---|
| <input type="checkbox"/> Create a USI | <input type="checkbox"/> Obtain a copy of my VET transcript |
| <input type="checkbox"/> Find/ verify my USI | <input type="checkbox"/> Set up third party authority |
| <input type="checkbox"/> Update name or date of birth | |

8. Requesting to updating your name or date of birth

(Please provide the name or date of birth you want to appear on your USI account) *

Form

Incarcerated Student Evidence of Identity form

Student Details & Declaration

IMPORTANT: For this form to be accepted for processing, all questions marked with an asterisk (*) are mandatory.

9. Send copy of my USI number and/or VET transcript *

I, the student, for the purpose of this form give consent for: *(select all that apply)*

- A copy of my USI number to be provided to the nominated representative listed on this form.
 A copy of my VET transcript be sent to the nominated representative listed on this form.

10. Setting up third party authority (TPA)

I consent to the nominated representative listed on this form to be listed as a third party authority and be able to: *(select all that apply)*

- Make enquiries on my behalf
 Update personal details on USI account on my behalf
 Obtain a copy of my VET transcript

I'd like to give them permission to act as my representative for: *(select one)*

TPA for a set period of time: DD/MM/YYYY TO DD/MM/YYYY

Ongoing TPA: DD/MM/YYYY TO ONGOING

11. Student declaration *

(Please tick all boxes to indicate you have read and agree to the terms, and sign the document below)

I declare that:

- the information provided by me on this form about my identity is true and correct
 I am currently incarcerated/in custody/in remand
 I do not have/cannot access standard forms of verifiable identity
 I have given authority for my nominated representative to act on my behalf for this interaction and the nominated period (if applicable).

I understand:

- OSIR's privacy notice (page 1)
- I can cancel this authority with the OSIR at any time
- giving false or misleading information is a serious offence.

Student's signature:

Student Name:

Date signed:

(DD/MM/YYYY)

Form

Incarcerated Student Evidence of Identity form

Representative Details & Declaration

IMPORTANT: A copy of the verified USI along with the student's VET Transcript and/or third party authority details (both optional) will be provided to the nominated representative via email.

1. Representative Details *

Please list all representative/organisational details below. A nominated representative can be an Education Officer or Corrections Officer from a training provider or correctional facility.

Representative Full Name: *

Organisation Name: *

Organisation ABN: *

Email address: *

Contact number: *

Postal/street address: *

Correctional facility where the student is currently incarcerated: *

3. Representative Declaration *

(Please tick all boxes to indicate you have read and agree to the terms, and sign the document below)

I declare about myself that:

the information provided by me on this form about my identity is true and correct.

I declare about student that:

I know the individual named on this form is currently incarcerated at the correctional facility listed above.

I will act as the nominated representative for the individual named on this form for the nominated period (if applicable).

I understand:

- OSIR's Privacy Policy (see page 1)
- giving false or misleading information in relation to a USI account is a serious offence under Division 137 of the Criminal Code Act 1995
- any information I may obtain under this arrangement may be protected under Commonwealth legislation. I agree to use or disclose this information only as authorised by the student (their parent, guardian or current holder of Enduring Power of Attorney)
- the student can revoke this authority at any time (unless it is made under guardianship order or arrangement)
- upon contacting the OSIR, I will be required to confirm my identity prior to being able to make enquiries or update the student's personal details
- I will ensure that any record of the student's USI is always kept safe and will not be shared with anyone else unless authorised to do so
- the authority the student has provided may be revoked or suspended by the OSIR if I misuse the authority.

Representative signature:

Representative Name:

Date signed:

(DD/MM/YYYY)