Checklist White Card Online

To receive your white card and statement of attainment we need to verify your identity. There are 3 steps you need to do:

Step 1 – Print, fill out and sign your Statutory Declaration in front of a Justice of the Peace.
Step 2 - Photocopy your ID and have it certified (signed) by the Justice of the Peace.
Step 3 - Send the Statutory Declaration and ID back to Keys Human Resources.

Step 1 - Statutory Declaration

Once you have completed the course print out the statutory declaration. This form has two (2) sections to be completed.

Applicant

- Applicant (you) to fill out Your Name, Address, Statement of Attendance Number from Certificate (available from your my courses page), time taken to do the course, date when the course was completed and suburb where the white card was completed.
- Sign within the black box where it states your signature in red. This signature will appear on your white card .

Justice of the Peace, Commissioner of Declarations, or legal practitioner

- JP to fill out when the declaration was made, the date, month and year.
- Sign the document, print their name and stamp the document.

Step 2 – ID Certified

 Get the JP to certify a photocopy of your identification
of the Peace.

What are forms of Acceptable Identification?

✓ A current and valid Australian drivers or riders licence; or

✓ An 18+ card; or

✓ A current and valid passport; or

✓ School identity card; or

<u>What happens if I don't have any Photo Identification?</u>

If you have no photo identification you must provide three (3) certified (signed by the Justice of the Peace) photocopies of:

✓ Medicare card, ✓ Credit card/bank card, ✓ Birth certificate, ✓ Health care card

And at least one document with the current address of the applicant such as:

✓ Rates notice, ✓ Public utility account, ✓ Telephone account

Please note: Photocopies of ID's without certification of a Justice of the Peace will not be accepted.

Step 3 - Send the Statutory Declaration and Certified ID to Keys Human Resources.

How do I send the Statutory Declaration and Certified ID?

Email: keys@keyshr.com

Please note: Clear copies are only accepted. Scan your ID at a high resolution and check the quality before sending. We need to see your name, date of birth and picture on the ID.

Fax: 07 3876 2090

Please note: Only fax black and white photocopies as colour photocopies do not fax clearly. We need to be able to see your name, date of birth and the picture on the ID.

Post: Keys Human Resources PO Box 5 Nundah QLD 4012

What Happens Next?

Upon successful receipt of your Statutory Declaration and ID your Statement of Attainment and White Card number are emailed the same day. The White Card is sent registered post that day.*

*Please note that the cut off time for mailing the white card is 4pm EST.