



What paperwork do you need

Keys for Life

Keys For Life Theory Requirements

For people who don't have their driver's licence

All applicants

- Part 1- Onboarding Application
- Part 2 - Minor Consent (*if applicable*)

- Birth certificate (*if available*)
- ID Following DL49

Please email the paperwork back to us at admin@uggsinc.org.au

This is a Free course and does not involve payment

If you need financial assistance for things like paying for a replacement birth certificate, and paying for a logbook and learner's permit. Please fill out the financial hardship forms instead.

If any of the paperwork is invalid or missing, Hazel, our client access coordinator, will try to contact you.

Once we have everything we need, we can set up a meeting to best find out what you need from us

Any questions, please ask Hazel

Mobile: 0412 215 452 | Email: admin@uggsinc.org.au

Theory – Keys For Life – Requirements

May 2025



Keys for Life Application

Legal Name:	Contact Number:
Preferred name/Nickname:(Optional)	Pronouns:(Optional)
Address:	
Email:	Date of Birth:
Emergency Contact Name:	Contact Number:

Learner's Permit Status

Do you have a current Learner's Permit?

No / Yes (*This form is not for you*)

If no, would you like our help to get your Learner's Permit through the **Keys for Life Program**? * Yes / No

Keys for Life Tuition

This program is **free** for any applicant requiring additional assistance.

What is Keys for Life?

Keys for Life is a **pre-driver education program** offered at participating schools and agencies. It helps individuals learn about **safe driving** and prepares them to sit their **Learner's Permit Theory Test**.

Keys for Life is delivered by trained staff who have attended a **professional learning workshop** and meet one of the following qualifications:

- **Current registration** with the **Teacher Registration Board of WA**
- **Bachelor of Education** or **Certificate IV in Training and Assessment** (for non-teaching staff)

Umbrella group has authorisation to deliver Keys For Life theory and test with our trainer Suz

The Completion Certificate of **Keys for Life** can serve as identification for your Learner's Permit.



Keys for Life Application

Learning and Support Needs

To help us provide the best support for your Keys for Life program, please answer the following questions:

1. Do you have any health conditions (physical or mental) that might affect your ability to participate in the classes? Yes No

If yes, please describe:

What strategies or accommodations might be helpful for you?

2. Do you have any learning disabilities or specific learning needs that we should be aware of? Yes No

If yes, please describe:

What has helped you learn best in the past?

3. Are there any other challenges or concerns that might make it difficult for you to fully participate in the program? (e.g., anxiety, concentration difficulties)

4. Do you take any medications that could affect your alertness or ability to learn? Yes No

If yes, please list: _____

Technology Access

1. Do you have reliable access to a computer or laptop with internet at home? Yes No
2. Do you have a reliable internet connection for online learning? Yes No
3. Are you comfortable using online platforms like Zoom or other video conferencing tools? Yes No



Keys for Life Application

Additional Support

1. Do you have any difficulties with reading, writing, or speaking English?

Yes No

If yes, what support do you require?

2. Do you have any other support needs that we can assist you with? (e.g., transport, childcare)

Referral Information (Optional)

1. Were you referred to this program by an organization or individual? Yes No

If yes, please provide details:

Referral Source Name: _____

Contact Number: _____

I authorise contact with my referring agent regarding the release of personal information Yes No

Financial Assistance (For Financial Hardship Applicants Only)

If you are unable to pay for essential documents, we may assist with costs for: ✓
Replacement Birth Certificate ✓ Learner's Permit Application Fees ✓ Hazard Perception
Test Fees ✓ Practical Driving Assessment Fees ✓ First Driver's Licence Fees

Have you filled out the Financial Hardship Form?

Yes / No

Identification documents required,

The main document required is a birth certificate. Additionally, as many documents as you can meeting the criteria of DL49 (Meeting proof of identity requirements for initial application)



Keys for Life Application

Please provide as many ID documents as possible. If you are missing some, we can still begin the process. If you need assistance, please contact Hazel - Mobile: 0412 215 452 | Email: admin@uggsinc.org.au

or visit www.uggsinc.org.au . for more information.

* You understand why these identification documents are required and will provide as many as possible.

* You consent to UGGSInc. storing your information for statistics and admin requirements.

Would you feel comfortable in: one-on-one sessions? / In group sessions?

Class session options: 2 x week 5 weeks* / 1 x week 10 weeks* (1 hour each)

*Subject to Suz's availability

By Signing this form, you agree with the terms and conditions, if your application is successful.

Applicant Signature

Applicant Name

Date

MIYAD Wheels Program



Minor Consent Form

(For participants under 18 years of age)

Instructions for Use:

Option A: To be completed by the parent or guardian of the minor.

Option B: To be completed by an independent minor, along with a reference agent (e.g., social worker, youth worker, or counsellor) who can confirm the minor's independent status.

Option C: To be completed by an independent minor who can provide documented evidence of their independent status.

Option A: Parental/Guardian Consent Form

I, _____ (Name of parent/guardian),
Parent/Guardian of _____ (Name of
client/minor),
Of _____

(Address) _____

Consent to my child, who is _____ years of age, participating in *Keys For Life/driving sessions* with Umbrella Group Great Sothern Inc. & MIYAD Wheels Program.

Signed: _____

Date: _____

MIYAD Wheels Program



Minor Consent Form

(For participants under 18 years of age)

Option B: Independent Minor with Reference Agent

I, _____ (Name of client/minor),
Am an independent minor, and have a reference agent to support this.

Reference Agent Name: _____

Reference Agent Organisation: _____

Statement: "I, _____ (Reference Agent Name),
advocate that _____ (Minor's Name) is an
independent minor."

Signed (Reference Agent): _____

Date: _____

Signed (Minor): _____

Date: _____

Option C: Independent Minor with Evidence

I, _____ (Name of client/minor),
Am an independent minor, and have provided a copy of this evidence.

Signed: _____

Date: _____



UGGS - keys for life / MIYAD wheels client information sheet



About Us:

- We help people in the Great Southern and Greater Albany area get their driver's licenses.
- Since 2021, we've supported those who face challenges in learning to drive.

What We Offer:

- Learn the Rules: Keys4Life theory lessons and road rule guidance.
- Driving Lessons: With qualified instructors and volunteer supervisors.
- Cars Provided: Dual-control cars (manual and automatic).
- Test Support:
 - Learner's permit and Hazard Perception Test support.
 - Practice tests and pre-test driving.
 - Use of our car for your driving test.

Program Options & Costs:

Keys for Life (Learner's Permit Focus):

- No Financial Hardship:
 - Free theory lessons (with a certificate to get your learner's permit).
 - You pay for your license and logbook.
- Financial Hardship:
 - Free theory lessons (with a certificate to get your learner's permit).
 - We can help pay for license, logbook and replacement ID costs.

MIYAD Wheels (Driving Lesson Focus):

- Full Fee:
 - Standard fees apply for driving lessons.
- Financial Hardship (Partial Subsidy):
 - We use grant money to help pay for your lessons.
- DAEP (Driving Access Equity Program):
 - All costs (lessons, logbook, P plates) are covered.

Please contact us to confirm your eligibility & for the most up-to-date information.



UGGS - keys for life / MIYAD wheels client information sheet



- NDIS (National Disability Insurance Scheme):
 - NDIS pays for your driving lessons.

Who We Help:

- People without a license or learner's permit.
- People with financial worries (unemployed, students, part-time workers).
- People without a car to practice in.
- People without someone to teach them to drive.
- People with disabilities that make learning to drive harder.

MIYAD Explained:

- MIYAD stands for Migrants, Indigenous, Youth, Adults, Disability.
- We are inclusive and want to help people get their driver's licenses, even if they face challenges.

Where We Operate:

- Albany, Denmark, and Mt Barker.
- Cars for lessons and tests are in Albany and Mt Barker.

Contact Us:

- Hazel (Systems & Client Access Coordinator)
Phone 0412 215 452 – Email: admin@uggsinc.org.au
- Suz (Project Coordinator):
Phone 0466 633 169 – Email: miyad@uggsinc.org.au
- Email: miyad@uggsinc.org.au
- Website: uggsinc.org.au/miyad-wheels

Key Points:

- We support people with various challenges to get their driver's license.
- We have a range of funding options.
- We operate in the Great Southern and Greater Albany region.

Please contact us to confirm your eligibility & for the most up-to-date information.



Your Secure Identity

Meeting proof of identity requirements for initial applications

The Department of Transport (DoT) is committed to safeguarding your identity through secure information management and personal identification systems.

In addition to their intended purpose, learner's permit and driver's licence cards are widely accepted as a form of identification and can be used to obtain passports, credit cards and bank loans. It is therefore important that DoT secures the identities of its card holders and maintains the authenticity of customer's images and personal details in our database.

DoT uses a biometric facial recognition system to protect identities, improve the security and integrity of licence and Photo Cards and help detect potential identity fraud. The facial recognition system makes it difficult for people to obtain a fraudulent Western Australian (WA) driver's licence or Photo Card and prevents people from holding more than one licence card.

Proof of identity for your initial application

To uphold DoT's commitment of secure identities for the WA community, you must supply a number of documents as proof of your identity when first applying for a driver's licence or Photo Card.

A combination of five original documents must be presented to verify your full name, date of birth and current residential address*. To assist you, there are two options for the combination of documents you must provide:

Combination 1



Combination 2



***Note: this does not apply to existing WA Photo Card, learner's permit or driver's licence holders who have previously met these proof of identity requirements.**

Category A: Establishment of identity

- Original Australian birth certificate (not an extract) issued by an Australian Registry of Births, Deaths and Marriages (RBDM). Commemorative certificates will not be accepted.
- Australian citizenship or naturalisation documentation issued by Department of Home Affairs (DHA) or Department of Foreign Affairs and Trade (DFAT).
- Australian visa (supported by an overseas passport).
- Australian Migration Status (AMS) ImmiCard issued by DHA.
- Evidence of Immigration Status (EIS) ImmiCard issued by DHA.
- Permanent Residence Evidence (PRE) ImmiCard issued by DHA prior to 1 July 2017.
- Residence Determination ImmiCard (RDI) issued by DHA prior to 1 July 2017.
- Document for Travel to Australia (DFTTA) issued by the Australian Government.

Category B: Link between identity and person

- WA driver's licence or learner's permit card that displays the holder's photo and signature. This document must be current or not have expired by more than five years.
- Australian driver's licence or learner's permit card not issued in WA that displays the holder's photo and signature. This document must be current or not have expired by more than two years and cannot be cancelled, inactive or refused.
- Australian passport not expired by more than two years.
- Overseas passport that is current (expired passports will not be accepted).
- Consular photo identity card issued by DFAT.
- WA Photo Card. This document must be current or not have expired by more than five years.
- WA photographic firearms identification card.
- Document of Identity issued by DFAT.
- Maritime Security Identity card (cannot be expired).
- Aviation Security Identification card (cannot be expired).
- Secondary Identification Statutory Declaration (E41) form. A parent must attend with their child and present their current driver's licence for identity verification if submitting this form.

Category C: Evidence of identity in community

- Australian EFTPOS or credit card that is current.
- Australian bank statement or letter, less than six months old.
- Australian utilities account or notice, such as a gas, water, electricity or telephone bill, less than six months old.
- Australian Tax Office:
 - Tax File Number Letter (original); or
 - Tax Notice of Assessment Letter (original).
- Official document or letter from a government agency showing residential address, less than six months old.
- Residential tenancy agreement that is current and shows residential address.
- Electoral enrolment letter showing residential address, less than two years old.
- Centrelink or Department of Veteran Affairs health care or pensioner concession card (cannot be expired).
- Medicare card (cannot be expired).
- WA Seniors card.
- WA vehicle licence (registration paper).
- WA Proof of Age card.
- Australian Capital Territory Proof of Identity Card.
- New South Wales Photo Card.
- Northern Territory Evidence of Age Card.
- Tasmanian Personal Information Card.
- Queensland Photo Identification Card.
- South Australian Proof of Age Card.
- Victorian Proof of Age Card.
- Marine licence indicator card.
- Worksafe high risk work card.
- Dangerous goods security card.
- Security guard/crowd control licence.
- Photographic Police or Australian Defence Force identification card (excludes civilian cards).
- WA working with children card.
- Australian Keypass identity card.
- WA Recreational Skipper's Ticket.
- Employee photo identity card issued by state/territory or commonwealth government.
- Australian Defence Force discharge papers, less than 12 months old.
- Student photographic identification issued in WA.
- School report, certificate of accomplishment or enrolment issued by a secondary school in WA, less than 12 months old.
- WA Keys for Life certificate issued in WA, less than two years old.
- Australian RBDM issued marriage or change of name certificate. Commemorative certificates will not be accepted.
- Divorce certificate issued by a relevant Australian Court.
- Certificate of Achievement (DL20) issued by an authorised organisation.

Category D: Evidence of residential address

- Letter from current employer showing residential address, less than six months old.
- Written correspondence from a recognised educational institution less than 12 months old.
- Letter from Driving Access and Equity Program organisations showing residential address.

Note: A document listed in category B or C containing your current residential address is an acceptable document for category D, as long as that document has not already been used to satisfy category B or C.

Proof of identity for licensing transactions

To safeguard your identity, you may be required to supply a combination of documents from categories A-D when completing transactions with us. This is to verify your details with those we have in our database. The documents required will depend on the transaction you are completing. You can visit www.transport.wa.gov.au/poi to see which documents you need to provide.

Document guidelines

- All documents must be originals - certified photocopies will not be accepted.
- One of the documents presented must contain your signature (may not be required for WA Photo Card).
- The name on your documents must be the same or you must provide evidence of change of name that clearly shows the link between your birth name and current name.

Protection of privacy

Your personal driver's licence information, photograph, and vehicle licence information may be used, or disclosed to a third party, where authorised under 'road law' (as defined in the *Road Traffic (Administration) Act 2008*), Commonwealth law or in compliance with a Court Order issued within Australia. Your personal details may also be disclosed to other driver licensing authorities to assess your application or verify any information you have provided.

Photo capture guidelines

To support our facial recognition system and assist in having a clear and accurate scan of your face. Please note the following when having your photo taken:

- must remove glasses*;
- cannot wear facial coverings under any circumstances;
- head coverings such as hats or caps must be removed;
- facial piercings (such as lip, nose and eyebrow) are acceptable provided they do not cause a reflection in the photograph; and
- head dress attire worn for medical, religious or cultural purposes does not need to be removed, as long as your face is clearly visible.

*The condition 'S' will still appear on the back of driver's licence cards for drivers who require visual aids when driving.

Contact

Department of Transport
Driver and Vehicle Services
GPO Box R1290
Perth WA 6844
Website: www.transport.wa.gov.au/dvs