

# (QLD) Digital ID and AML/CTF Compliance

## DWS Safety & Compliance Fact Sheet

Obtaining and verifying identification is a vital process in your AML/CTF compliance, but how is this going to happen when the QLD State Government release the digital drivers licence in 2023?

### Summary

- The digital licence is legally equivalent to the physical licence.
- You don't need to purchase any specific equipment to verify the digital licence.
- YouTube video on the digital licence [here](#).
- Security features are included on the digital licence app.
- A QR code is included on the app to scan, store and verify personal identification.
- The customer's device should stay with them. You should not need to take the device from them.

### Scanning a Digital Licence for Venues

#### 1. Using your own Digital Licence App | Information is NOT stored

- a. Open your App
- b. Select the scan option from the bottom of the home screen
- c. Using the camera that appears, scan the other QR code
- d. The 2 apps will communicate and you can verify the information needed.

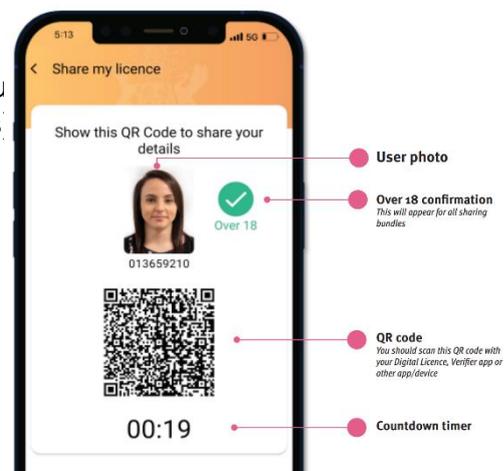
#### 2. Using the Digital Licence Verifier App from QLD Transport & Main Roads | Information is NOT stored

- a. This is a standalone app. Watch the [video informer here](#).
- b. It is available to download in the [Google](#) and [Apple](#) app stores
- c. Ask your customer to select a sharing bundle and present their app to you
- d. Scan the QR code with the verifier app
- e. The 2 apps will communicate and you can verify the information needed.

#### 3. Storing information from the Digital Licence as a PDF document

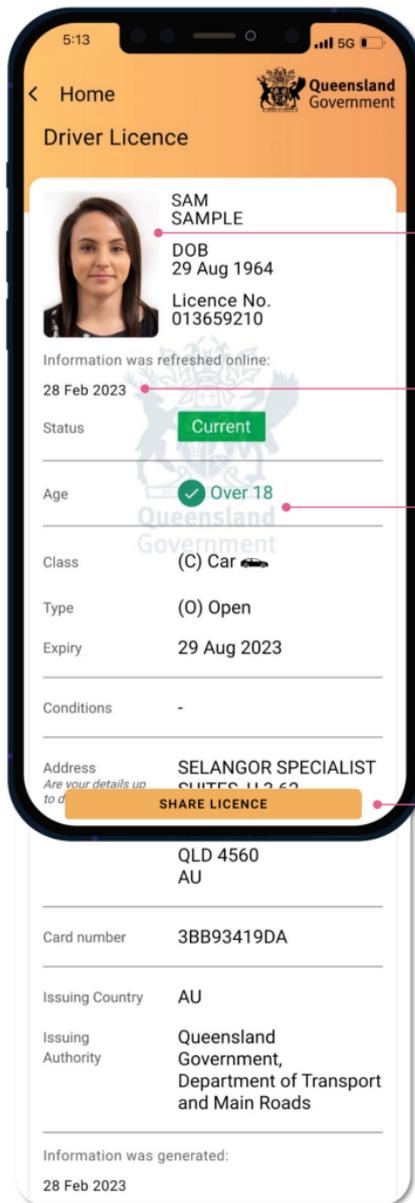
*In the case where you need to keep a copy of the driver licence for your records, the customer can send you a printable, digitally signed PDF copy from their digital licence app.*

- a. Ask the customer to use their app to share their licence as a PDF
- b. The customer can share the PDF file as a text message or email to you (network required).
- c. There is a preliminary step to undertake in you PDF transfers (see over pages for these steps)
- d. Open the PDF on your device.
- e. A blue bar with a green tick should appear at the top of the PDF that says 'Signed and all signatures are valid'.
- f. Click Signature Panel – you should see 'Rev 1: Sign by Department of Transport and Main Roads'.
- g. This means the PDF is valid.
- h. If not, use your usual procedures for false ID.



# Digital Licence

## Security features to look for



### Photo

This should match the person who has presented the Digital Licence.

### 'Information was refreshed online'

The app updates automatically when it is online, so this should show today's date.

### Pulsating Coat of Arms

The coat of arms should appear in light grey behind the person's information, and should be pulsating back and forth.

### Share Licence Menu

They should be able to click on the Share Licence button to demonstrate that they are inside the app.

### Scrolling

They should be able to scroll within the credential screen, showing more of their information.

**Please note:** the look of the app may change over time. Check the Queensland Government website for the latest version of this poster.



[Click here to download the full TMR poster.](#)

[Click here to download the full Business Pack.](#)

## What to do if a customer shares a pdf copy of their licence with you

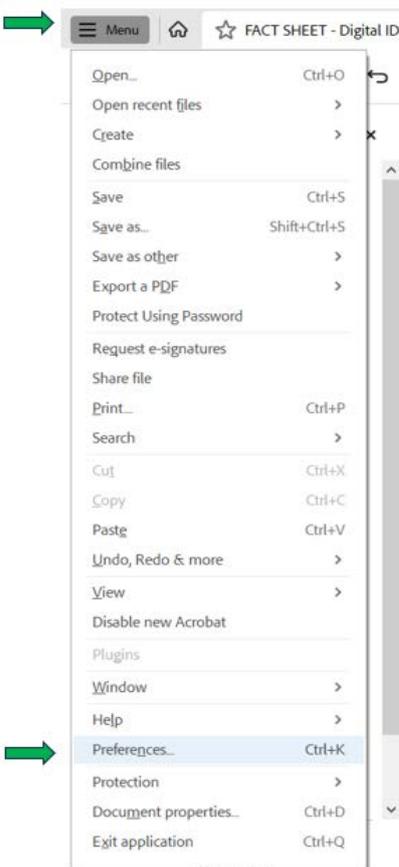
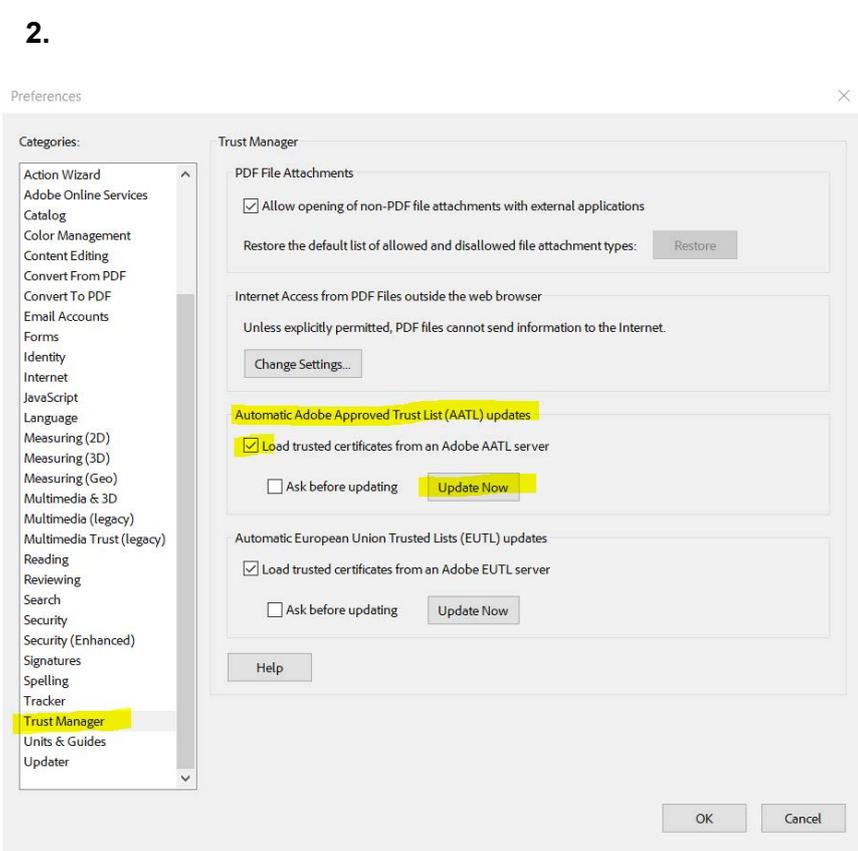
### Validating the PDF

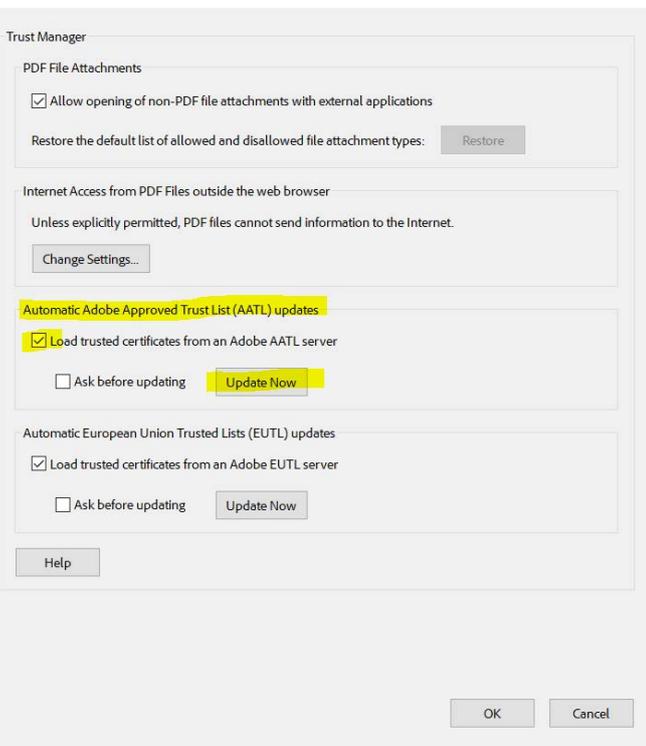
You will need to go through a series of steps in order to validate that the Digital Licence PDF which has been provided to you is genuine. You will only need to go through steps once, and you will then be able to validate all Digital Licence PDFs.

#### Before you open the PDF:

- Open Adobe Acrobat Reader.
- Click Edit, and then Preferences.
- In the window that appears, select Trust Manager.
- In the main window, the third option will be 'Automatic Adobe Approved Trust List (AATL updates)': In this box, ensure 'Load trusted certificates from an Adobe AATL server' is ticked, and click 'Update Now'.
- In a few moments, a window will come up saying 'Security settings have been successfully updated.' Click OK in the bottom right corner.
- In the left column, select Signatures.
- In the main window, you will see a box titled Verification. Click the 'More...' button in that box.
- At the top, tick the box next to 'Verify signatures when the document is opened'.
- Click OK, and then OK again.

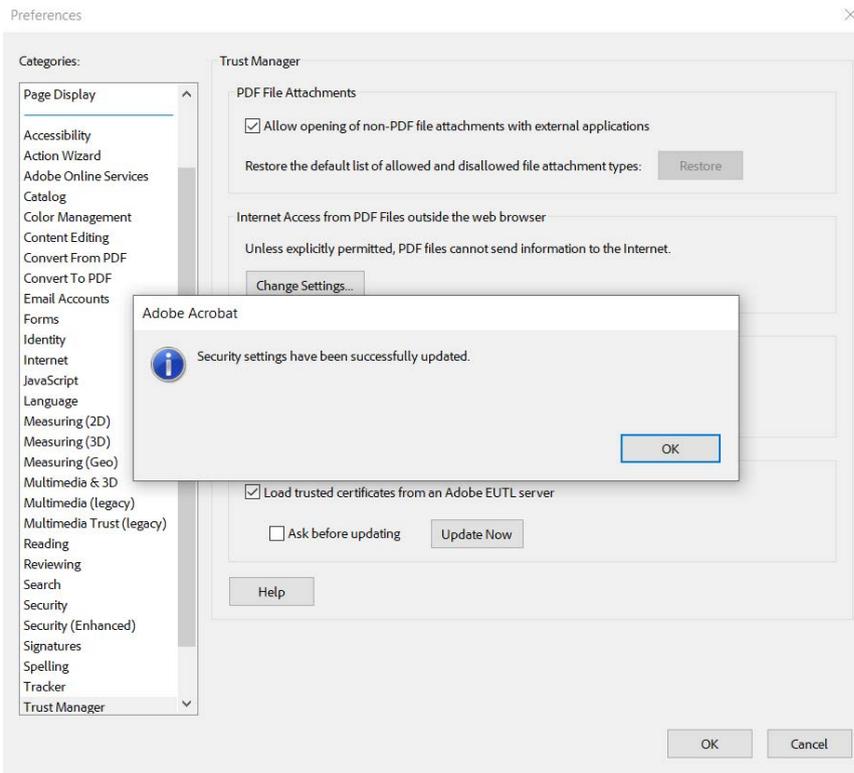
### Visual Guide | Setting up Adobe to validate a QLD Digital Licence

1.  

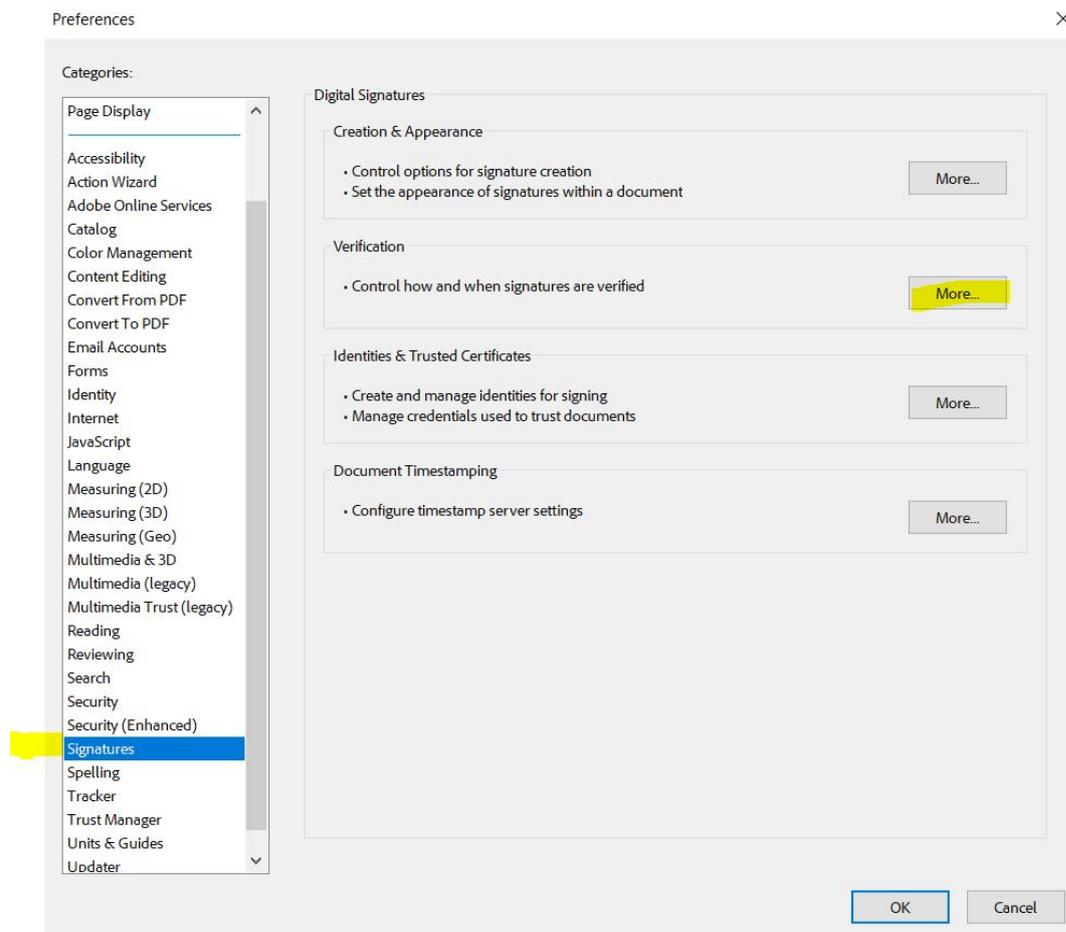
2. 

[Request e-signatures](#)

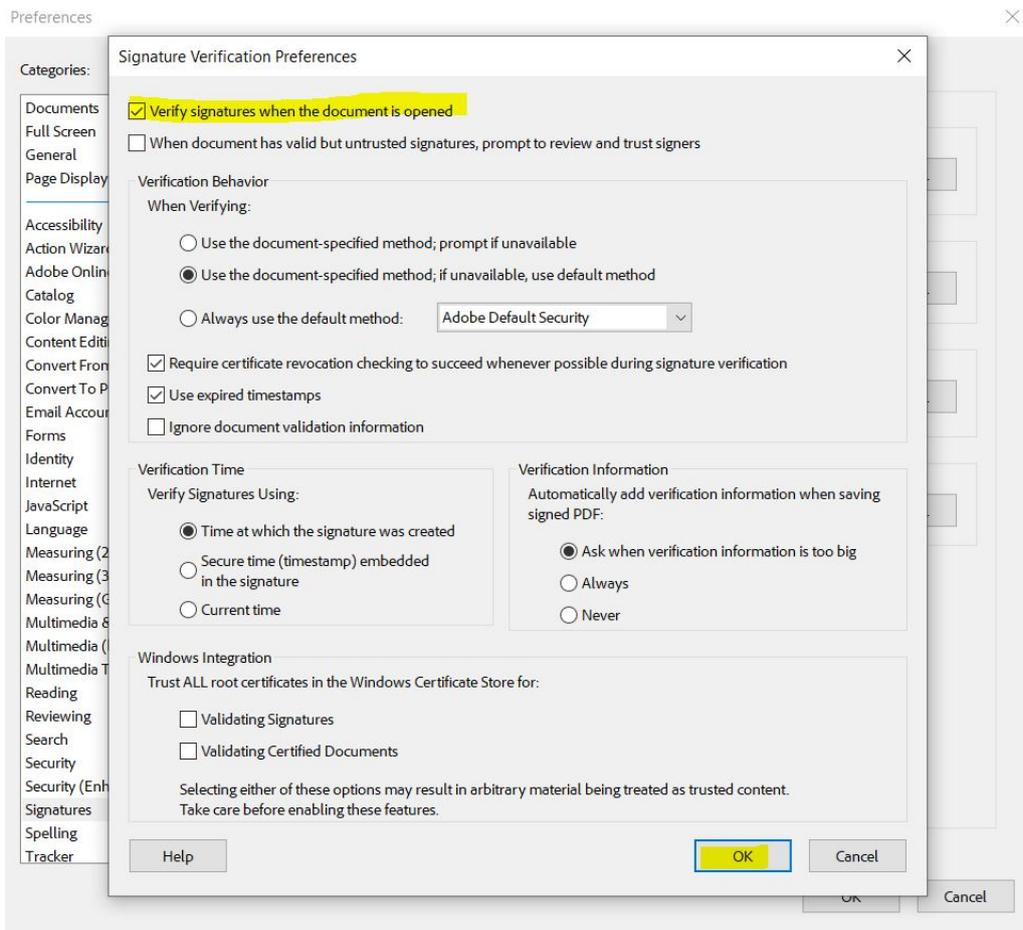
3.



4.



## 5.



Once you click 'Ok' as per above, you will need to click 'Ok' again on the main preference window to close the preference box.

For any clarification or questions, please contact Michelle Bates, DWS Work Health Safety & Compliance Advisor, on **0401 014 619** or [michelle@dws.net.au](mailto:michelle@dws.net.au).