

PROOF OF IDENTITY CHECKLIST

Minimum identity requirements:

You must provide four documents to confirm your identity:

- **one commencement of identity document** to confirm your birth in Australia or arrival in Australia
- **one primary use in the community document** to show the use of your identity in the community; and
- **two secondary use in the community documents**

The Accredited body or its Legal Entity Customer will use these documents to verify your identity with the personal information you have provided. The personal information contained in your identity documents will be used to conduct a Nationally Coordinated Criminal History Check.

The documentation you provide must include evidence of your full legal name, date of birth and a photograph of you.

If a photograph is not provided on the identity documents presented, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declaration Regulations 2018* can be accepted in addition to the four required documents.

Commencement documents:

- a) **Australian birth certificate** or authorised record of birth (not an extract or birth card)
- b) **Australian citizenship certificate**
- c) **Valid Australian Visa**, supported by a foreign passport, which is needed for verification
- d) **ImmiCard** issued by Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services
- e) current **Australian passport** not expired, (however, if the Document Verification Service (DVS) is used to verify the passport, it may be up to 2 years expired)

* A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.

Primary documents:

- a) current **Australian passport**, not expired, (however, if the Document Verification System (DVS) is used to verify the passport, it may be up to 2 years expired)
- b) current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- c) **ImmiCard** issued by Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services
- d) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- e) current **passport** issued by a country other than Australia with a valid entry stamp or visa
- f) current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a photo
- g) current **shooter** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- h) for persons under 18 years of age with no other Primary Use in Community Documents, a current **student identification card** with a signature or photo.

Secondary documents:

Secondary use in the community documents

- a) **certificate of identity** issued by DFAT to refugees and non-Australian citizens for entry to Australia
- b) **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- c) **convention travel document secondary** (United Nations) issued by DFAT
- d) **foreign government issued documents** (for example, drivers licence)
- e) Medicare card
- f) **A relationship certificate issued by a state or territory Births, Deaths and Marriages**
- g) **enrolment with the Australian Electoral Commission**
- h) security guard or crowd control photo licence
- i) **evidence of right to an Australian Government benefit** (Centrelink or Veterans' Affairs)
- j) **consular photo identity card** issued by DFAT
- k) **photo identity card** issued to an officer by a Police Force or Australian Defence Force
- l) **photo identity card** issued by the Australian Government or a state or territory government (this may take the form of a Working with Children/Vulnerable People Card or a government occupational licence)
- m) **Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)**
- n) **Australia Post Keypass** with photo
- o) Firearms licence
- p) credit reference check
- q) **Australian secondary or tertiary student photo identity document**
- r) **Certified academic transcript** from an Australian university or a registered higher education provider
- s) trusted referees report
- t) **bank card, credit card or bank statement** (without recording the payment/card number/s)
- u) Australian tax file number
- v) State/territory government **rates assessment notice** or **Australian Taxation Office assessment notice** (must not be issued more than 12 months prior to use)
- w) **Australian utility bill** showing name and address (must not be issued more than 3 months prior to use)
- x) Australian private health insurance card
- y) **Australian trade association card**

Names

All names under which you have been or are currently known will be included on the Nationally Coordinated Criminal History Check. If you are concerned about the disclosure of details relating to your previous known names, please contact the Accredited Body through which you are submitting your check for a Nationally Coordinated Criminal History Check for assistance.

Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. **Church or celebrant-issued certificates are not accepted.**