

PROOF OF IDENTITY CHECKLIST

Minimum identity requirements:

You must provide at least three 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
- **one secondary use in the community documents**

The Accredited body 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 2023 can be accepted in addition to the three required documents.

Commencement of identity documents:

- a) **Australian birth certificate** or authorised record of birth (not an extract or birth card)
- b) **Immigration record or document, including:**
 - 1) **an Australian Citizenship Certificate;**
 - 2) **an Australian visa** (supported by a foreign passport, which is needed for verification); and
 - 3) **an ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia.
- c) current **Australian passport** (not expired, however, if the DVS is used to verify the passport, it may be up to 3 years expired)

Primary use in the community documents:

- a) current **Australian passport**, including Ordinary, Frequent traveler, Diplomatic, Official and Emergency (not expired; however, if the DVS is used to verify the passport, it may be up to 3 years expired);
- b) an **Australian driver licence**, learner permit or provisional licence issued by a State or Territory, showing signature and/or photo;
- c) **ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia;
- d) **Foreign passport** issued by a country other than Australia with a valid visa or valid entry stamp or equivalent;
- e) a **proof of age or photo identity card** issued by an Australian government agency which shows the name, date of birth, photo and signature of the individual; and
- f) for persons aged under 18 years with no other primary use in community documents, a **student identity document** issued by an Australian secondary school. TAFE, university, registered training organisation or State government agency only.

Secondary use in the community documents:

Secondary use in the community documents

- a) **DFAT issued Certificate of Identity;**
- b) **DFAT issued Document of Identity;**
- c) **DFAT issued United Nations Convention Travel Document Secondary;**
- d) **Foreign government issued identity documents** (e.g. driver's licence). Documents in languages other than English must be accompanied by a NAATI accredited translation;
- e) **Medicare card;**
- f) **Proof of electoral enrolment with the Australian Electoral Commission;**
- g) **Australian Security Guard/Crowd Control photo licence;**
- h) **Evidence of right to a government benefit** (DVA or Centrelink);
- i) **Consular photo identity card issued by DFAT;**
- j) **Australian Police Force Officer photo identity card;**
- k) **Australian Defence Force photo identity card;**
- l) **Commonwealth or state/territory government photo identity card** (this may take the form of a working with children or vulnerable people card or a government issued occupational licence);
- m) **Australian Aviation security identification card;**
- n) **Australian Maritime security identification card;**
- o) **Australian Firearms licence;**
- p) **Credit reference check** issued by a credit provider;
- q) **Australian secondary or tertiary student photo identity document** issued by an Australian secondary school, TAFE, university or registered training organisation;
- r) **Certified academic transcript** from an Australian secondary school, TAFE, university or registered training organisation;
- s) **Trusted referees report;**
- t) **Bank card, credit card** (without recording the payment card number/s) issued by a bank, credit union or building society. The Applicant's signature must be on the card. Documents from foreign banks or institutions are not accepted; and
- u) **Tax File Number** issued by the Australian Taxation Office.

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 an Australian state or territory government or an Australian marriage certificate issued by a state or territory, in addition to your three identity documents. **Church or celebrant-issued certificates are not accepted.**