

**ID DOCUMENTS REQUIRED TO SUPPORT A**  
**POLICE CHECK APPLICATION FROM 1ST JULY 2018**

Applicants **MUST** provide the following identity documents:

- **One** document from '**Commencement of Identity**' category
- **One** document from '**Primary Use in the Community**' category
- **Two** documents from '**Secondary Use in the Community**' category
  
- **Without the required documentation** police check applicants **MUST NOT** be released for processing.
- If you have changed your name, for example through marriage, then a change of name document, for example a marriage certificate, is required.
- **ALL** names you are known by or have ever been known by **MUST** be declared. i.e. **Do not omit maiden names or middle names!!!**
- At least one of the documents presented **MUST** have a photograph, otherwise a certified photograph must be included with the other documents.

There are three ways to verify an applicant's identity.

- An employer may 'sight the original documents'. If this is done no copies of the identity documents need to be retained.
  
- An applicant can choose 'upload **certified ID**' when working through the online application process. The ID can then be reviewed by the organisation who requested the police check and if compliant the application can be released. Copies and/or Uploaded ID **MUST be certified!!**
  
- An applicant can select the 'PharmacyID' option when working through the online application process, which allows an applicant to have their ID verified at a pharmacy. Please note NOT ALL pharmacies are linked to PharmacyID service. 'PharmacyID Pharmacies' are displayed within the online application process.

● **Commencement of Identity Documents** (You **MUST** have one from this section)

The following documents are Commencement of Identity Documents for the purposes of clause 3.5.1(a) of the ACIC Contract and must not be expired:

- (a) full Australian birth certificate (not an extract or birth card)
- (b) current Australian passport (not expired)
- (c) Australian visa current at time of entry to Australia as a resident or tourist
- (d) ImmiCard issued by Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services
- (e) certificate of identity issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- (f) document of identity issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (g) certificate of evidence of resident status.

● **Primary use in the Community Documents** (You **MUST** have one from this section)

The following documents are Primary Use in Community Documents for the purposes of clause 3.5.1(b) of the Contract and must not be expired:

- (a) 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

- (b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- (c) current passport issued by a country other than Australia with a valid entry stamp or visa
- (d) current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- (e) current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- (f) 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 use in the Community Documents (You MUST have two from this section)**

The following documents are Secondary Use in Community Documents for the purposes of clause 3.5.1(c) of the Contract and must not be expired:

- (a) certificate of identity issued by Foreign Affairs and Trade
- (b) document of identity issued by Foreign Affairs and Trade
- (c) convention travel document secondary (United Nations) issued by Foreign Affairs and Trade
- (d) foreign government issued documents (for example, drivers licence)
- (e) Medicare card
- (f) enrolment with the Australian Electoral Commission
- (g) security guard or crowd control photo licence
- (h) evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)
- (i) consular photo identity card issued by Foreign Affairs and Trade
- (j) photo identity card issued to an officer by a police force
- (k) photo identity card issued by the Australian Defence Force
- (l) photo identity card issued by the Australian Government or a state or territory government
- (m) Aviation Security Identification Card
- (n) Maritime Security Identification card
- (o) credit reference check
- (p) Australian tertiary student photo identity document
- (q) Australian secondary student photo identity document
- (r) certified academic transcript from an Australian university
- (s) trusted referees report
- (t) bank card
- (u) credit card