

ID DOCUMENTS REQUIRED TO SUPPORT A NCCHC APPLICATION FROM 1ST JANUARY 2025

Applicants MUST provide the following identity Documents:

- **One** document from 'Commencement of Identity' category
- **One** document from 'Primary Use in the Community' category
- **One** document from 'Secondary Use in the Community' category

Only certified copies of your documents can be accepted, please see [here](#) for the list of Authorised persons.

- **Without the required documentation, NCCHC applications MUST NOT be released for processing.**
- **ALL NAMES** you are known by or have ever been known by **MUST** be declared. I.E. **Do not omit** maiden names, middle names, or alias names!!! **IF THESE NAMES ARE NOT DECLARED, THE NCCHC APPLICATION WILL THEN BECOME INVALID.**
- **If the ID Documents that are uploaded are not all in the same name**, then a linking document will also need to be uploaded as an additional document to verify the change of name.
EG. A Marriage Certificate or change of name document (from Births Deaths Marriages registry office), A STATUTORY DECLARATION
CANNOT be used in place of a name change Document. Applicants will need to apply for a name change certificate or marriage certificate through from Births Deaths Marriages registry office as a requirement from the ACIC.
- At least one of the documents presented within the 3 categories **MUST** have a photo ID, otherwise the applicant will need to apply for proof of age or photo id card and provide it with their other documents.

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

- An applicant can choose '**upload certified ID**' when working through the online application process. The ID will then be reviewed by the PharmacyID if compliant will be released. Copies and/or Uploaded ID **MUST be certified!!**
- Upload **uncertified documents with the selfie option holding up a clear photo ID** - this head shot photo holding up a photo ID is then compared with the photo on the ID documents uploaded on our portal, (i.e., passport, drivers licence), to ensure that the applicant and the holder of the documents are one and the same person. The documents will then be verified, and your NCCHC application will be submitted to The ACIC for processing (The Australian Criminal Intelligence Commission).
- An applicant can select the '**PharmacyID**' option when working through the online application process. This allows an applicant to have their ID verified at a pharmacy linked to our network. Please note NOT ALL Pharmacies are linked to PharmacyID service.
'PharmacyID Pharmacies' are displayed at the end of the application process.

The accredited body or its customer will use these documents to verify your identity with the personal information you have provided on the form. The personal information contained in your identity documents will be used to conduct a nationally coordinated criminal history check, as per your consent in Section D.

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 Declarations Regulations 1993 (Cth) can be accepted in addition to the three required documents.

The full list of documents that fulfil these requirements are:

Documents required

You must provide at least three documents with your completed form 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 document**

The Accredited body will use these documents to verify your identity with the Personal Information you provided in this form. The Personal Information contained in your identity documents will be used to conduct a Nationally Coordinated Criminal History Check, as you consent to in Section D.

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 1 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

- 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