

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 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 POLICE CHECK 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. Marriage Certificate or change of name doc (from Births Deaths Marriages only), 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 BDM as a requirement from the ACIC.
- At least one of the documents presented within the 4 categories **MUST** have a photo ID, otherwise a certified passport style photo must be supplied in addition to the other documents.

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

- An employer may 'sight' the original documents and by requesting a photograph with the applicant holding the presented verified photographic identification against their face. A photograph alone is not sufficient as it could be accessed by someone close to the individual through a photo library or social media sites. To use this method of comparison, the photograph must be taken in real time as part of the application process using a webcam or contain key identifying features such as a photo with their clearly visible photo ID held next to their face.
Once sighted then copies of the identity documents need to be retained for a minimum of 12 months and a maximum of 15 months.
- 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!!**
- Upload **uncertified documents with the selfie option holding up a Legible 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, driver's licence), to ensure that the applicant and the holder of the documents are one and the same person. Your documents will then be verified, and your National Police check application will be submitted to the ACIC for processing (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. Please note NOT ALL Pharmacies are linked to PharmacyID service. 'PharmacyID Pharmacies' are displayed within the online application process.

The accredited body or its legal entity 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 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 2 of the Statutory Declarations Regulations 1993 (Cth) can be accepted in addition to the four required documents.

The full list of documents that fulfil these requirements are:

Commencement of identity 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 current or expired foreign passport, which is needed for verification. Expired Passport can only be used if the Australian Visa has been selected in the Commencement Category.
- 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 driver's 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, driver's 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, Seniors Card 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)
- 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**

Please note the examples of ID's that can be used for both Australian and Foreign Nationals: Australian

1. Passport or Birth Certificate (Commencement)
2. Driver's Licence (Primary)
3. Medicare (Secondary)
4. Bank Card (Secondary)

Foreign National

1. Visa or VEVO (Commencement)
2. Foreign Passport (Primary)
3. Private Health Card or Utility Bill with name and address (Secondary)
4. Bank Card (Secondary)