

## 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:**

- 1) **Australian birth certificate** or authorised record of birth (not an extract or birth card)
- 2) **Immigration record or document, including:**
  - a) **Australian citizenship certificate;**
  - b) **an Australian visa** (supported by a foreign passport, which is needed for verification) current at the time of entry into Australia as a resident or tourist. This can also be accessed through the Visa Entitlement Verification Online (VEVO) system delivered by the Department of Home Affairs\*; and
  - c) an **ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia; and
- 3) current **Australian passport** not expired, (however, if the Document Verification Service (DVS) is used to verify the passport, it may be up to 3 years expired)

\* 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) **Australian passport** (including Ordinary, Frequent traveler, Diplomatic, Official and Emergency (not expired; however, if the Document Verification System (DVS) is used to verify the passport, it may be up to 2 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) a **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 government agency or Australian school only.

### **Secondary 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 documents** (e.g. driver's licence). Documents in languages other than English must be accompanied by a NAATI accredited translation;
- e) **Medicare card;**
- f) **Enrolment with the Australian Electoral Commission;**
- g) **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) **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) **Aviation security identification card;**
- n) **Maritime security identification card;**
- o) **Firearms licence;**
- p) **Credit reference check;**
- q) **Australian secondary or tertiary student photo identity document;**
- r) **Certified academic transcript from an Australian university;**
- s) **Trusted referees report;**
- t) **Bank card, credit card** (without recording the payment card number/s); and
- u) **Tax File Number.**

### **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.**