

Proof of Identity

NOTES:

1. All persons who are employed or engaged in child-related work are required to provide *Proof of Identity* that meets the 100-point check. This document sets out the documents that may be provided, including the value of each document.
2. Other than Special Categories 4 and 5 provided below, the 100 points proof of identity documents must include ONE Category 1 document; or at least ONE Category 2 document containing a photograph. Collectively, these documents must, as a minimum, also provide evidence of the person's date of birth and signature.
3. If a name used in one document is different from that shown on the other documents provided, evidence of the name change is to be provided (for example, *Marriage or Change of Name Certificate*, or divorce papers issued by the Family Court). These documents DO NOT count towards the 100 points.
4. All original documents must be sighted and certified by the relevant hiring manager or human resources/recruiting area. Alternatively, certified copies may be provided, as certified by a Justice of the Peace or a legal practitioner with a current practising certificate.

The suitable wording for certification of the copy would be: ***"I certify this is a true and unaltered copy of the original"***.

The certification statement is to be written on the copy and then signed by the officer. In addition, the person must print their name and position.

Category 1 – 70 points

(Only ONE form of identification accepted from this category.)

- Birth Certificate/Birth Extract
- Australian Passport (Current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (Current, or expired within the previous two years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

Category 2 – 40 points

(More than one of the following documents may be counted. The initial document will score 40 points, and any additional documents will be awarded 25 points each.)

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- ASIC/MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the applicant for a period of at least 12 months)