

PROOF OF IDENTITY INFORMATION

The point score of documents produced must total at least 100 points, and for applicants 18 years or over, must include at least one form of photo ID.

1. The 100 point identification check **must** be completed prior to lodgement of a National Criminal Record Check or Working With Children Check or Aged Care Check.
2. Employers are required to sight original identifying documents, certify a photocopy which is to be retained on the applicant's **personnel** file, and ensure that an appropriately delegated officer completes the record of identifying documents below.
3. Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth.

ITEM	POINT SCORE
PRIMARY DOCUMENTS (Only one of each may be submitted)	
<ul style="list-style-type: none"> - Birth Certificate - Birth Card issued by the NSW Registry of Births, Deaths and Marriages - Citizenship Certificate - Current Australian passport - Expired Australian passport which has not been cancelled and was current within the preceding 2 years - Current passport from another country or diplomatic documents 	70
SECONDARY DOCUMENTS	
<p>Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):</p> <ul style="list-style-type: none"> - Current driver photo licence issued by an Australian state or territory - Identification card issued to a public employee - Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit - Identification card issued to a student at a tertiary education institution. - Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: <ul style="list-style-type: none"> - A financial body certifying that the applicant is a known customer. - An acceptable referee under AUSTRAC Guideline No. 3 (www.austrac.gov.au/files/guideline_3.pdf) 	40
<ul style="list-style-type: none"> - A document held by a cash dealer giving security over the applicant's property - A mortgage or other instrument of security held by a financial body - Council rates notice - Document from the applicant's current or former employer within the past 2 years - Document from the Credit Reference Association of Australia - Land Titles Office record 	35
<p>The following documents must show NAME and SIGNATURE - points from the same source may only be counted once (ie. MasterCard and EFTPOS card issued by the same financial institution):</p> <ul style="list-style-type: none"> - Current credit card or account card from a bank, building society or credit union - Current telephone, water, gas or electricity bill - Foreign driver's licence - Medicare Card - Electoral roll compiled by the Australian Electoral Commission - Lease/rent agreement - Current rent receipt from a licensed real estate agent - Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years - Records of a professional or trade association of which the applicant is a member. 	25
<ul style="list-style-type: none"> - The electoral roll compiled by the Australian Electoral Commission and available for public scrutiny - A recent signed reference of recommendation from an acceptable referee (eg Doctor, Teacher, Clergy, Banker, Police etc) - Lease/rental agreement - Rent receipt from a licensed real estate agent - Records of a public utility – eg. Phone, water, gas or electricity bill) - Records of a financial institution - A record held under law other than a law relating to land titles 	25
<ul style="list-style-type: none"> - One document from the 70 point list above or - A student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution. 	Applicants under 18