

## PROOF OF IDENTITY

When applying for a nationally coordinated criminal history check it is necessary for you to verify your identity in line with Australia's National Identity Security Strategy. To achieve this, you must at a minimum provide the below ID requirements needed for a nationally coordinated criminal history check:

- provide a minimum of four (4) documents
- provide one Commencement of identity document; one Primary use in the community document; and two Secondary use in the community documents.

**In combination**, your documents must include your full name, date of birth, and a photograph.

### Commencement of identity documents

1. full **Australian birth certificate** (not an extract or birth card)
2. current **Australian passport** (not expired)
3. **Australian visa** current at time of entry to Australia as a resident or tourist
4. ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
5. **certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
6. **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
7. certificate of **evidence of resident status**.

### Primary use in the community documents

1. current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed (**Digital licences are not acceptable**)
2. **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
3. current **passport** issued by a country other than Australia with a valid entry stamp or visa
4. current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
5. current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
6. 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 use in the community documents

1. **certificate of identity** issued by DFAT
2. **document of identity** issued by DFAT
3. **convention travel document secondary** (United Nations) issued by DFAT
4. **foreign government issued documents** (for example, drivers licence)
5. **Medicare card**
6. **enrolment with the Australian Electoral Commission**
7. **security guard** or **crowd control photo licence**
8. **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs)
9. **consular photo identity card** issued by DFAT
10. **photo identity card** issued to an officer by a police force
11. **photo identity card** issued by the Australian Defence Force
12. **photo identity card** issued by the Australian Government or a state or territory government
13. **Aviation Security Identification Card**
14. **Maritime Security Identification card**
15. **credit reference check**
16. **Australian tertiary student photo identity document**
17. **Australian secondary student photo identity document**
18. certified **academic transcript** from an Australian university
19. **trusted referees report**
20. **bank card**
21. **credit card**
22. **Council Rates Notice**
23. **Professional or Trade Association Card**
24. **Utility Bills**
25. **Private Health Card**

## Other important information to know

Please note that it is an Australian Criminal Intelligence Commission (ACIC) requirement of fit2work to link identity documents to the Applicant as a part of the application process. To do so, it may be necessary to require additional documents to be uploaded as well as make all enquiries necessary to satisfy this requirement. fit2work is required, and will report any suspicion of identity fraud detected on the platform to the relevant Australian Police Service and the ACIC.

Applications must be made by the Applicant for whom the check is sought, or somebody authorised to make the application on the applicant's behalf (e.g. parent, legal guardian or authorised agent). The link between identity documents and the Applicant must still be satisfied by fit2work.

## Other documentation required as part of the application

### Selfie Requirements

ACIC requires fit2work to confirm the link between the Applicant and the identity documents supplied to minimise identity fraud in Australia. The linkage is about assurance; achieving a level of confidence that the application and identity documents represent the Applicant. An Applicant can do this by posting a photo of themselves in a "selfie" format while holding identification containing photo e.g. Passport or Driver Licence beside their face, to enable a comparison to be made. Please refer to the link for instructions <https://www.equifax.com.au/acicphoto>

## Other identification documentation that may be required

### Change of Name document

Applicants are encouraged to provide all identity documents in their primary name. Where an Applicant provides identification in a former name evidence of the name change must be provided in addition to the minimum four (4) identity documents. This means providing either a:

- change of name certificate issued by the Australian Registry of Births, Deaths and Marriages;
- an Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted); or
- Deed Poll
- A relationship certificate issued by a state or territory Births, Deaths and Marriages

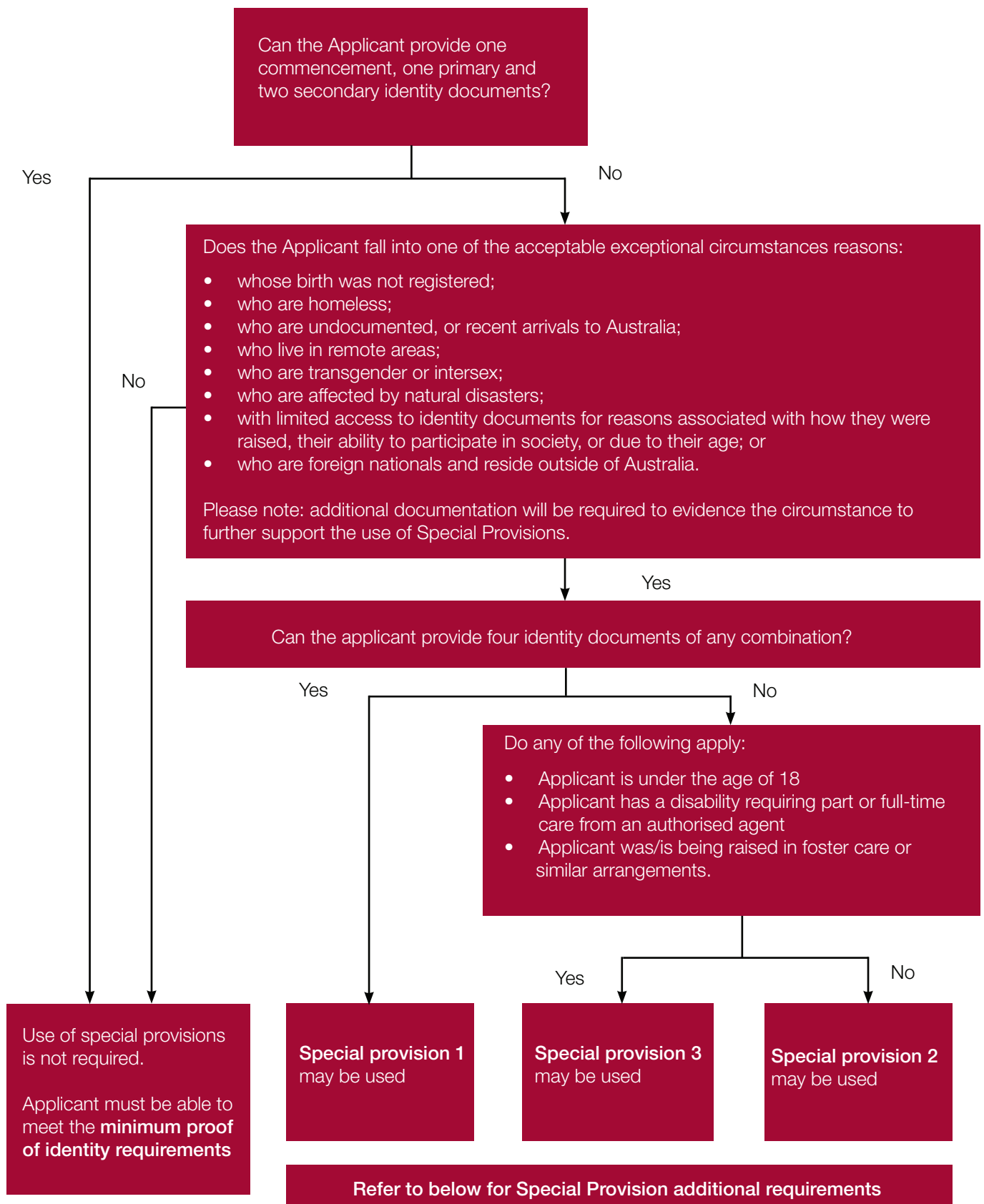
An example is where an Applicant provides their birth certificate in their maiden name as their commencement document but all other documents are in their primary name, a change of name document such as a marriage certificate is required as a fifth document. The marriage certificate cannot be used as part of the minimum four (4) identity documents.

## Insufficient identification documents

We recognise that some applicants may need to renew or obtain relevant documentation to verify their identity prior to submitting a check. But in some cases, applicants may find it difficult to provide the evidence to identify themselves in line with minimum requirements. In these cases, there is an exceptional circumstances approach which allows an Applicant to use this process to verify the identity. Please refer to the decision tree below to determine if Special Provisions may be used.

Please note: The use of special provisions is used in very limited and exceptional circumstances and we recommend obtaining the required identity documents before submitting the application. Any applications submitted via Special Provisions will be assessed against the qualifying criteria and decision made as to suitability of the request. If the application is declined, the Applicant may be requested to provide further evidence/documentation.

## Decision tree for determining appropriate special provision as provided by ACIC



## Special Provision 1 – Acceptance of alternative combinations of types of proof of identity documents

To meet the conditions for Special Provision 1 – the applicant must still provide **four** documents in total.

Where an Applicant **cannot** provide a:

- **Commencement of identity document, they must provide:**
  - At least **one primary use** in the community document; and
  - At least **one secondary use** in the community document.
- **Primary use in the community document, they must provide:**
  - At least **one commencement of identity** document; and
  - At least **one secondary use** in the community document.
- **Secondary use in the community document, they must provide:**
  - At least **one commencement of identity** document; and
  - At least **one primary use** in the community document.

In all instances, the combination of identity documents must contain at minimum the applicant's **full name, date of birth and a photograph**. Only **ONE** of the documents provided must contain a photo.

If none of their documents contain a photo, they must submit a certified passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

### Evidence Supporting use of Special Provisions

In addition to the above identity documentation, the Applicant must provide a fully signed statutory declaration form outlining the detail of their exceptional circumstance. The statutory declaration will be available while submitting the application.

## Special Provision 2 - Verification of an applicant's identity by an authorised referee

Special Provision 2 may be used to support an Applicant to verify their identity, will require an authorised referee to provide a written reference via an approved ACIC form. The Trusted Referee Form will be available while submitting the application.

The authorised referee must:

- know the applicant
- meet the ACIC's authorised referee requirements (outlined on the form)
- complete the required sections in the special provisions form, including a declaration
- provide, if requested, a written reference confirming the applicant's identity on company or/organisation letterhead.

The Applicant must provide as many identity documents as practically possible to support the use of this provision including one identity document containing a photograph. If they cannot provide photo identification, they must also submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

### Evidence Supporting use of Special Provisions

In addition to the above identity documentation, the Applicant must provide a fully signed statutory declaration form outlining the detail of the their exceptional circumstance. The statutory declaration will be available while submitting the application.

## Special Provision 3 - Verification of the applicant's claimed identity with a parent, legal guardian, or authorised agent

Access to Special Provision 3 is restricted to applicants who:

- are under 18 years of age
- have a disability requiring part or full-time care from an authorised agent
- were raised in foster care or similar arrangements.

Applicant must provide:

- one identity document containing a photograph. If they cannot, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Parent, legal guardian or authorised agent must:

- confirm their own identity by meeting the minimum proof of identity requirements ie. minimum four (4) identity documents
- provide a documentary link between the child and the parent or legal guardian, such as the child's birth certificate or
- provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.

### Evidence Supporting use of Special Provisions

In addition to the above identity documentation, the Applicant must provide a fully signed statutory declaration form outlining the detail of their exceptional circumstance. The statutory declaration will be available while submitting the application.

Please note: if the individual is less than 18 years of age, please provide evidence of your age e.g. birth Certificate or a Trusted Referee Form only. A statutory declaration form is not required.