

## ID DOCUMENTS REQUIRED TO SUPPORT A POLICE CHECK APPLICATION FROM 1ST APRIL 2024

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 the applicant will need to apply for a proof of age or photo id card and provide it with their other documents.

### There are four ways to verify an applicant's Identity.

- An employer may 'sight' the original documents 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 clear 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, drivers licence), to ensure that the applicant and the holder of the documents are one and the same person. The documents will then be verified, and your National Police check application will be submitted to the ACIC for processing (The 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 linked to our network. 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 your consent 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*

- 1) **Australian birth certificate** or authorised record of birth (not an extract or birth card)
- 2) **Immigration record or document, including:**
  - a) **an 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
  - d) 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 3 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 photo 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).

**PLEASE NOTE:** Your first and last name as well as expiry date must be displayed on the card).