

Section 2: PROOF OF IDENTITY (100-Point Check)

Important: Should the Accredited Agency apply a more rigorous proof of identity check by choosing to exceed the 100 points requirement, please refer to your information pack/instructions before continuing.

When applying for a national police history check you must provide proof of your identity with your application. You will be asked to provide personal identity documents that add up to a minimum of 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. ALL DOCUMENTS MUST be originals or CERTIFIED TRUE COPIES. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) and is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993". Documents must be selected from the list below.

Change of Name

If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. These documents must be originals or certified true copies and DO NOT count towards the 100-points. If you use a change of name document you must provide in Section 1 the other names you have used.

Document Type	Document – 100 points must include ONE Primary Document, or at least ONE secondary document which must contain a photograph.	Points Scored
<p>Only one form of identification accepted from this category</p> <p>70 POINTS</p>	<p>PRIMARY</p> <ul style="list-style-type: none"> ○ Birth certificate or Birth Extract ○ Australian Passport (Current, or expired within the previous two years, but no cancelled) ○ Australian Citizenship Certificate ○ Other document of identity having same characteristic as a passport e.g. diplomatic/refugee (Photo or signature) 	
<p>Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each</p>	<p>SECONDARY</p> <ul style="list-style-type: none"> ○ Current licence or Permit (Government Issued) ○ Working with Children/Teachers Registration card ○ ASIC/MSIC Card ○ Public Employee Photo ID Card (Government Issued) ○ Department of Veteran 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) 	
	<ul style="list-style-type: none"> ○ Foreign/International Drivers Licence ○ Proof of Age Card (Government Issued) ○ Medicare Card/Private Health Care Card 	

<p>If you wish to use more than one of these documents they must be from different organisations</p>	<ul style="list-style-type: none"> ○ Council Rates Notice ○ Property Lease/Rental Agreement ○ Property Insurance Papers ○ Tax Declaration ○ Superannuation Statement ○ Seniors Card ○ Electoral Roll Registration ○ Motor Vehicle Registration or Insurance Documents ○ Professional or Trade Association Card ○ Utility Bills (e.g. Telephone, Gas, Electricity, Water) ○ Credit Debit Card ○ Bank Statement/Passbook 	
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SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET		
<p>The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks</p>	<ul style="list-style-type: none"> ○ For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport 	
<p>Aboriginal person or Torres Strait Islander resident in a remote are/community</p>	<ul style="list-style-type: none"> ○ Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as 'Community Leaders' of the community to which the applicant belongs 	
<p>Child Under 18</p>	<ul style="list-style-type: none"> ○ 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) ○ Statement from on educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institutions letterhead) 	
	<p>TOTAL POINTS</p>	
<p>Points must equal or exceed a total of 100</p>	<p>TOTAL POINTS SCORED:</p>	