

## **Identity documents required for Criminal History Checks WEF 01 Jan 2025**

You must **supply three(3) identity documents**, One from the Commencement of Identity document list, one from the Primary use in the Community list and one from the Secondary use in the Community list.

**Commencement of identity documents** You must supply **One** document from this category:

- a) Australian birth certificate or authorised record of birth (not an extract or birth card)
- b) Immigration record or document, including:
  - i. an Australian Citizenship Certificate;
  - ii. an Australian visa (supported by a foreign passport, which is needed for verification); and
  - iii. an ImmiCard issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia; and
- c) current Australian passport (not expired, however, if the DVS is used to verify the passport, it may be up to 3 years expired)

**Primary use in the community documents**, You must supply **one** document from this category

- a) current Australian passport, including Ordinary, Frequent traveler, Diplomatic, Official and Emergency (not expired; however, if the 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) Foreign 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 identity document issued by an Australian secondary school, TAFE, university, registered training organisation or State government agency only.

**Secondary use in the community documents**, You must supply **One** document from this category

- 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 identity documents (e.g. driver's licence). Documents in languages other than English must be accompanied by a NAATI accredited translation;
- e) Medicare card;
- f) Proof of electoral enrolment with the Australian Electoral Commission;



- g) Australian 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) Australian 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) Australian Aviation security identification card;
- n) Australian Maritime security identification card;
- o) Australian Firearms licence;
- p) Credit reference check issued by a credit provider;
- q) Australian secondary or tertiary student photo identity document issued by an Australian secondary school, TAFE, university or registered training organisation;
- r) Certified academic transcript from an Australian secondary school, TAFE, university or registered training organisation;
- s) Trusted referees report;
- t) Bank card, credit card (without recording the payment card number/s) issued by a bank, credit union or building society. The Applicant's signature must be on the card. Documents from foreign banks or institutions are not accepted; and
- u) Tax File Number issued by the Australian Taxation Office.