

## 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 three (3) documents
- provide one Commencement of identity document; one Primary use in the community document; and one Secondary use in the community documents.

In combination, your documents must include your full name, date of birth, and a photograph. If none of the documents contain a photo, you must submit a certified passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

### Commencement of identity documents

1. Full **Australian Birth Certificate** issued by Australian Registry of Births, Deaths and Marriages (birth extract, birth card or commemorative certificates cannot be accepted)
2. current **Australian passport** (not expired)
3. **Australian visa** current at time of entry to Australia as a resident or tourist with the supporting foreign passport provided as a primary document.
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 enrol in services
5. **Australian Citizenship Certificate** (displaying name and date of birth)

### Primary use in the community documents

1. current **Australian passport** (not expired)
2. current **Australian Driver Licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed. fit2work supports Digital Driver Licence
3. current **Passport** issued by a country other than Australia with a valid entry stamp or visa
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 enrol in services
5. current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a photo. Examples - a Police Force, Australian Defence Force, Australian Government agency photo identity card or an Australian university or tertiary institution photo identity card
6. for persons under 18 years of age with no other Primary Use in Community Document, 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** showing a photo and the same name as claimed (for example a foreign drivers licence)
5. **Medicare card** (card only)
6. **enrolment with the Australian Electoral Commission** showing current address (evidence of state-based enrolment is not accepted)
7. **security guard** or **crowd control photo licence**
8. **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs - card only)
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** (issued by ASIC)
14. **Maritime Security Identification card** (issued by MSIC)
15. **Credit reference check** (issued by Equifax in the last 12 months showing all pages)
16. **Australian tertiary student photo identity document**
17. **Australian secondary student photo identity document**
18. Certified academic transcript from an Australian Secondary School, TAFE, University or Registered Training Organisation (certificates cannot be accepted, the transcript must show academic history and be signed/certified by the institute)
19. Authorised referee form
20. **bank card** (showing name, expiry date and signature)
21. **credit card** (showing name, expiry date and signature)
22. current **shooters** or **firearms licence** showing a signature and photo (minor/junior permit/licence not accepted. If issuing state is WA - please provide letter and 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 to enable a comparison to be made. **The photo ID needs to be an identification document from either the commencement or primary document category.** 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 legal name. Where an Applicant provides identification in a former name, evidence of the name change must be provided in addition to the minimum three (3) 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);
- Deed Poll; or
- A relationship certificate issued by a state or territory Births, Deaths and Marriages

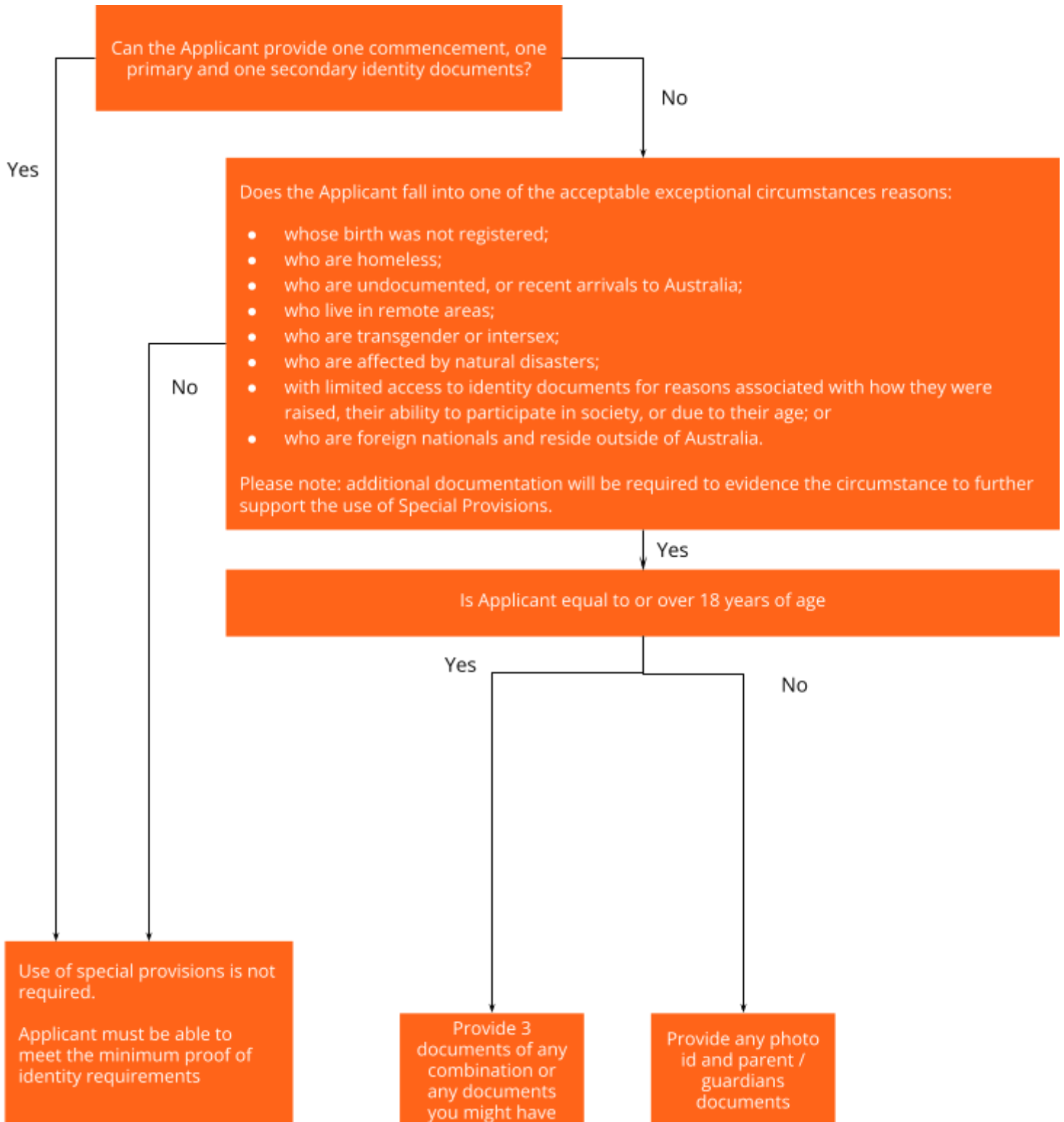
An example is where an Applicant provides their birth certificate in their maiden name as their commencement document but all other documents are in their primary name, a change of name document such as a marriage certificate is required as a fourth document. The marriage certificate cannot be used as part of the minimum three (3) 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 the 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 Provisions for not having required ID Documents

Please consider whether you meet any of the the conditions for Special Provision

- The below are the reasons for selecting the special provision. Reasons for exceptional circumstances may include:
  - whose birth was not registered;
  - who are homeless;
  - who are undocumented, or recent arrivals to Australia;
  - who live in remote areas;
  - who are transgender or intersex;
  - who are affected by natural disasters;
  - with limited access to identity documents for reasons associated with how they were raised, their ability to participate in society, or due to their age; or
  - who are foreign nationals and reside outside of Australia.

### Applicant over 18 years of age

If you meet the exceptional circumstances and are over the age of 18, please send an email to [support@fit2work.com.au](mailto:support@fit2work.com.au) including the following:

- Your full name as per your application
- Your fit2work reference Number: XXXXXXX
- Evidence of exceptional circumstances in writing by completing a statutory declaration document.

### Identity Documents:

- A minimum of three ID documents which must satisfy at least one of the below criteria:
  - At least one primary and secondary document; OR
  - At Least one commencement and secondary document; OR
  - At Least one commencement and primary document.
- The combination of the identity documents collected must contain your full legal name, date of birth and a photo identification.
- If you provide an Australian Visa, you must also provide the foreign passport linked to the visa.
- If you are unable to provide 3 documents as per the above, please provide all documents you have.

If you have any questions please contact [support@fit2work.com.au](mailto:support@fit2work.com.au) or on 1300 525 525. For more information regarding what is required and a full list of acceptable ID documents please click here: <https://www.fit2work.com.au/Documents/General/IdRequirements.pdf>

### **Applicant Under 18 Years of Age**

If you meet the exceptional circumstances and are under the age of 18, please send an email to [support@fit2work.com.au](mailto:support@fit2work.com.au) including the following:

- Your full name as per your application
- Your fit2work reference Number: XXXXXXX
- 1 photo identity document containing a photo of you showing your full name and photo.
- A Photo of yourself ('selfie') holding one of your photo ID documents. If you cannot provide this, please submit a passport-style photograph certified by a person listed here. If you cannot, please submit a passport-style photograph certified by a person listed here

Your parent, legal guardian or authorised agent must:

- A Photo of themselves ('selfie') holding one of their photo ID documents. If they cannot provide this, please submit a passport-style photograph certified by a person listed here; AND
- Provide a minimum of three (3) ID documents that were requested of you (1 commencement document, 1 primary document and 1 secondary use in the community document); AND
- provide a documentary link between you and your parent/guardian (e.g. your birth certificate that also contains their name); OR  
Provide a documentary link between you and your authorised agent (e.g. signed power of attorney).

If you have any questions or queries please contact [support@fit2work.com.au](mailto:support@fit2work.com.au) or on 1300 525 525.

For more information regarding what is required and a full list of acceptable ID documents please click here: <https://www.fit2work.com.au/Documents/General/IdRequirements.pdf>