



## Minimum proof of identity documents

There are three categories of identity documents and a list of the documents acceptable under each category (tabled further below).

You must request the following identity documents from the applicant to meet the minimum proof of identity document requirements:

- one commencement of identity document
- one primary use in the community document
- two secondary use in the community documents.

An identity document must only be used once – and applicants must supply all four required documents from the three mandatory categories.

The combination of the identity documents collected must contain the applicant's:

- full name
- date of birth
- photograph

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.

Applicants are **only** required to provide identity documents for their primary name. They are **not** required to provide identity documents for previously known names.

**Note:** If an applicant provides identity documents using a former name, such as a maiden name, they **must** provide evidence of the name change **in addition** to the four identify documents

### Commencement of identity documents

- full **Australian birth certificate** (not an extract or birth card)
- current **Australian passport** (not expired)
- Australian visa** current at time of entry to Australia as a resident or tourist
- 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
- certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- certificate of **evidence of resident status**.

### Primary use in the community documents

- (a) 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
- (b) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- (c) current **passport** issued by a country other than Australia with a valid entry stamp or visa
- (d) 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
- (e) current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- (f) 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

- (a) **certificate of identity** issued by DFAT
- (b) **document of identity** issued by DFAT
- (c) **convention travel document secondary** (United Nations) issued by DFAT
- (d) **foreign government issued documents** (for example, drivers licence)
- (e) **Medicare card**
- (f) **enrolment with the Australian Electoral Commission**
- (g) **security guard** or **crowd control photo licence**
- (h) **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs)
- (i) **consular photo identity card** issued by DFAT
- (j) **photo identity card** issued to an officer by a police force
- (k) **photo identity card** issued by the Australian Defence Force
- (l) **photo identity card** issued by the Australian Government or a state or territory government
- (m) **Aviation Security Identification Card**
- (n) **Maritime Security Identification card**
- (o) **credit reference check**
- (p) **Australian tertiary student photo identity document**
- (q) **Australian secondary student photo identity document**
- (r) **certified academic transcript** from an Australian university
- (s) **trusted referees report**
- (t) **bank card**
- (u) **credit card.**

## Special provisions for applicants unable to meet the minimum proof of identity requirements

Most applicants can meet the minimum proof of identity documents. The ACIC recognises that some applicants may need to renew or obtain relevant documentation to verify their identity prior to submitting a police check. However, in some cases, applicants may find it difficult to provide or get the necessary evidence to identify themselves in line with minimum requirements.

In these cases, we have an exceptional circumstances approach, which allows you to use special provisions to verify the identity.

Reasons for exceptional circumstances may include applicants:

- 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.
- who are foreign nationals and reside outside of Australia

Our model *Application and informed consent form* advises applicants to contact you if they cannot meet minimum proof of identity requirements. In these cases, you must:

1. understand the applicant's circumstance and **verify that their claim is legitimate** and
2. **use the special provisions** to obtain appropriate documentation to verify the applicant's identity.

## Appropriate use of special provisions

Verifying an applicant's eligibility for special provisions is essential for achieving the highest level of assurance in confirming an applicant's identity.

You must be satisfied as to the applicant's identity and confirm linkage – even when using special provisions. We expect you will assess each application for special provisions on a case by case basis, and will keep a record of that consideration and the reasons to support or deny the application, there will be check boxes available within the CrimCheck system to enable rudimentary recording of your decision.

On receipt of a request from an applicant seeking access to special provisions, we expect you will:

### **Seek to understand**

You should communicate with the applicant to understand the circumstance as to why they cannot meet the minimum proof of identity documents. The applicant may require help in understanding the types of documents they need to provide.

You may wish to use qualifying questions like:

- What is the reason the applicant cannot provide the required documents?

- What level of difficulty would the applicant have in obtaining or accessing the documents?

### **Verify the circumstance is legitimate**

You should verify that the reason provided by the applicant is legitimate before offering access to special provisions.

As an example, the Department of Home Affairs keeps a list of natural disasters that might assist accredited bodies in assessing claims relating to circumstances of natural disasters.

### **Seek evidence**

Seek as much evidence as is available from the applicant to support the identity that is being claimed. This can be done by asking the applicant to provide:

- as much identity documentation as practically possible
- evidence to support why the required documentation cannot be provided (see table below)

At a minimum the applicant must provide an identity document that also operates as a photographic identity document or a photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)*

### **Verify documents provided**

Verify the identity documentation as much as is reasonable given the documents presented

### **Link the identity to the applicant**

Link the identity documentation or circumstance evidence to the applicant

### **Keep thorough records**

Make a record of your consideration, verification and linkage exercise to support your decision-making process.

*Note:* If you are unsure about the use or applicability of special provisions, please contact the CrimCheck Team on 03 9955 0300 to discuss.

## Evidence to support special provisions

The applicant needs to provide you with evidence to prove that they cannot provide identity documents. Some reasons for this, and accompanying suggestions for the types of evidence you might ask for, are tabled below.

### Special Provisions

Reason	Suggested Evidence
persons whose birth was not registered	i statutory declaration outlining their circumstance and reason for not having the required minimum identity documents
people who are homeless	i statutory declaration outlining their circumstance and reason for not having the required minimum identity documents
undocumented arrivals to Australia	i referee report from a person of reputable character. For more information about authorised referees see <a href="#"><u>Verification of applicant identity by an authorised referee form</u></a>
people living in remote areas	i extract from the Australian Statistical Geography Standard that demonstrates a remote area meets the agreed government standards
people who are transgender or intersex	i statement from a registered medical practitioner or a registered psychologist which specifies a change in gender
people affected by natural disasters	i emergency services report or insurance documentation relating to the claimed natural disaster
people with limited access to identity documents for reasons associated with how they were raised, such as in institutional or foster care	i referee report from a person of reputable character. For more information about authorised referees see <a href="#"><u>Verification of applicant identity by an authorised referee form; or</u></a> i statutory declaration outlining their circumstance and reason for not having the required minimum identity documents
people with limited participation in society	i referee report from a person of reputable character. For more information about authorised referees see <a href="#"><u>Verification of applicant identity by an authorised referee form; or</u></a>

	<ul style="list-style-type: none"> <li>i statutory declaration outlining their circumstance and reason for not having the required minimum identity documents</li> </ul>
<p><b>young people yet to establish a social footprint or evidence of community participation</b></p>	<ul style="list-style-type: none"> <li>i referee report from a person of reputable character. For more information about authorised referees see <u><a href="#">Verification of applicant identity by an authorised referee form</a></u>; or</li> <li>i statutory declaration outlining their circumstance and reason for not having the required minimum identity documents</li> </ul>
<p><b>foreign nationals and people residing outside of Australia.</b></p>	<ul style="list-style-type: none"> <li>i referee report from a person of reputable character. For more information about authorised referees see <u><a href="#">Verification of applicant identity by an authorised referee form</a></u></li> </ul>

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

Access to this special provision 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.

To meet the requirements of this special provision, the 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 documents and
  - provide a documentary link between the applicant 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.