Working with Children Check

Guide to Identity Documents

This guide outlines the different proof of identity requirements for the Working With Children Check and probity screening for engagement with the NSW Department of Education.

This guide covers:

- Proof of identity requirements
- Changing your name

Proof of identity requirements

1. Any worker required to undergo the National Coordinated Criminal History Check (NCCHC), including:
   - all employees of the Department,
   - temporary or casual SAS staff recruited directly by a school, and
   - contractors in the assisted school travel program (ASTP)

   is required to provide **four identity documents** as outlined on page 2 of the Nationally Coordinated Criminal History Check – Application and Informed Consent Form.
2. Any worker required to complete the:
   - Declaration for child-related work – specified volunteers and contractors, **or**
   - Declaration for volunteers and non child-related contractors.

   is required to **show one government-issued photo identity document with full name, date of birth and current residential address** and, if relevant, one change of name document. The Department may verify any document with the issuing authority.
3. Any worker required to complete the Declaration for Child Related Work – Tertiary Practicum Students is required to **provide one government-issued photo identity document with full name, date of birth and current residential address** and, if relevant, one change of name document. The Department may verify any document with the issuing authority.

   Note: you will be required to show/provide more than one identity document if you don't have a single document that contains all the required information stated above.
4. Some contractors and volunteers are exempt from providing photo identification. Please refer to the WWCC Checklist – Compliance for Employees, Contractors, Volunteers and Visitors for full details.

Changing your name

If you have changed your name, you must provide your photo identity document(s), **plus** a copy of one of the following:

- Marriage Certificate. For NSW, generally we only accept Marriage Certificates issued by the NSW Registry of Births, Deaths and Marriages (BDM). If you were married in another state or country, a Marriage Certificate from a celebrant or church is acceptable. Commemorative certificates are not acceptable.
- Change of Name Certificate issued by an Australian BDM.
- Birth Certificate issued by an Australian Births Deaths and Marriage registry showing your name at birth and your new name.
- Divorce document showing you change of name.
- Deed Poll registered with the relevant authority. Since 1 April 1996, BDM registers all name changes in NSW. The NSW Land Titles Office no longer registers Deed Polls or Instruments Evidencing Change of Name.
- Instrument Evidencing Change of Name form which has been registered in the NSW Land Titles Office.

Privacy statement

The personal information collected under the Working With Children Check Procedure and for the Nationally Coordinated Criminal History Check is for purposes directly related to the person's engagement with the NSW Department of Education (the Department). Any information provided to the Department will be used, disclosed and stored consistent with the NSW privacy laws.

The Nationally Coordinated Criminal History Check – Application and Informed Consent Form states the purpose of collecting the information. The information provided in the NCCHC application, WWCC declaration and copies of the 4 identity documents are held by the school/business area in secure storage for 7 years from inactivity and then securely destroyed.

When credit/debit cards are used for identification purposes, only the front of the card with the cardholder name is retained and the numeric details of the cards obscured. To comply with the Payment Card Industry Data Security Standard (PCI DSS), customer credit/debit card data must never be written down or stored.

Information provided in the WWCC declaration form and in the photo identity document(s) is used to check the Department's business systems, including eCPC and the database of persons not to be employed, to ensure that there is no barrier to engaging the person. The completed WWCC declaration form and a record of the eCPC check is filed by the school/business area in secure storage for 7 years from inactivity and then securely destroyed. Photo identity documents are viewed to verify the person's identity and check details on the declaration form and in the eCPC system. Any copies of ID held are then securely destroyed.