

National Criminal History Check

Guide to identity documents

When seeking nationally coordinated criminal history check, applicants will need to provide four identity documents.

Minimum identity requirements

Applicants need to provide FOUR identity documents to verify their identity against the information they have provided in the Nationally Coordinated Criminal History Check Application and Informed Consent form. These requirements are stipulated by the Australian Criminal Intelligence Commission.

The four documents are:

- one COMMENCEMENT document to confirm your birth in Australia or arrival in Australia
- one PRIMARY use in the community to document to show the use of your identity in the community; and
- two SECONDARY use in the community documents

Suitable commencement documents

The applicant must provide **one** of the following 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 resident or tourist
- ImmiCard issued by 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 the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia

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- document of identity issued by the Department of Foreign Affairs and Trade to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes
- certificate of evidence of resident status
- Australian Citizenship Certificate

Suitable Primary documents

The applicant must provide **one** of the following documents:

- current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed (note: digital licence is **not** accepted for this purpose)
- Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are **not** accepted)
- current passport issued by a country other than Australia with a valid entry stamp or visa
- current proof of age or photo identity card issued by an Australian government agency in your name with photo and signature
- current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)

- for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a photo or signature.

Suitable secondary documents

The applicant must provide **two** of the following documents:

- certificate of identity issued by the Department of Foreign Affairs and Trade
- document of identity issued by the Department of Foreign Affairs and Trade
- convention travel document secondary (United Nations) issued by the Department of Foreign Affairs and Trade
- foreign government issued documents (for example drivers licence)
- Medicare card
- enrolment with the Australian Electoral Commission
- security guard or crowd control photo licence
- evidence of right to an Australian government benefit (Centrelink or Veterans Affairs)
- consular photo identity card issued by the Department of Foreign Affairs and Trade
- photo identity card issued to an officer by a police force
- photo identity card issued by the Australian Defence Force
- photo identity card issued by the Australian Government or a state or territory government
- Aviation Security Identification Card
- Maritime Security Identification card
- credit reference check
- Australian secondary or tertiary student photo identity document
- Australian secondary student photo identity document
- certified academic transcript from an Australian university
- trusted referees report
- bank card, credit card or bank statement (without recording the payment card number/s)

- State/territory government rates assessments notice or Australian Taxation Office assessment notice.
- Australian utility bill showing name and address
- Australian Private Health Insurance Card
- Australian Trade Association card

Photo ID

The commencement and/or primary document must include the applicant's full name, date of birth and a photograph. If the applicant's identity documents do not include a photograph, they must also provide a certified passport style photograph.

Change of name

If the applicant provides identity documents using a former name, they must provide evidence of their name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. **Church or celebrant-issued certificates are not accepted.**

Storing identity documents

Schools and workplaces should take care in storing the identity documents provided by applicants. Identification documents must be stored securely by the school for seven years post engagement and then disposed of in a secure manner, such as shredding.

The department follows comprehensive guidelines for the retention of identity documents which comply with the Payment Card Industry Data Security Standard (PCI DSS). These guidelines say, in part, that customer credit or bank card data must never be written down or stored. When credit or bank cards are used for identification purposes, only the front of the card with the cardholder name is copied and the numeric details of the cards must be obscured.

For more information contact

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