

# National Criminal History Check

## Guide to identity documents

Commencing 1 July 2018, applicants will need to provide four identity documents when seeking a nationally coordinated criminal history check.

### Minimum identity requirements

Previously, applicants seeking a nationally coordinated criminal history check were required to provide '100 points' of identity documentation.

From 1 July 2018, the '100 points' system will no longer be used for criminal history checks. Instead, applicants will 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.

The four documents are:

- one COMMENCEMENT document
- one PRIMARY document
- two SECONDARY 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
- 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

### Suitable Primary documents

The applicant must provide one of the following documents:

- current Australian driver licence, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed
- 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 shooter or firearm licence showing signature and photo (not minor or junior permit or licence)
- for persons aged under 18 with no other Primary Use in Community Documents, a current student identification card with 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 driver licence)
- Medicare card
- enrolment with the Australian Electoral Commission
- security guard or crowd control photo licence
- evidence of right to a 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 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

## 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's identity documents refer to a former name, they must also provide evidence of their name change, for example an Australian marriage certificate or name certificate issued by Australian Births, Deaths and Marriages.

## Storing identity documents

Schools and workplaces should take care in storing the identity documents provided by applicants. Identification documents must be kept 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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