

PROOF OF IDENTITY (100 POINT CHECK)

When applying for a National Police History Check, you must provide proof of your identity (see Minimum Identity Requirements below). All documents must be certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) which is available here:

<https://www.legislation.gov.au/Series/F1996B00198>

CHANGE OF NAME

If all documents provided for 100 points of ID are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 Points of ID provided are under two or more different names (e.g. birth certificate in maiden name and driver's license in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points of ID. If you use a change of name document you must provide the other names you have used.

MINIMUM IDENTITY REQUIREMENTS

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) which is available here: <https://www.legislation.gov.au/Series/F1996B00198>
- the combination of documents supplied should, as a minimum, equal a total of 100 points
- evidence your full name and date of birth

Category A - 70 points each

- Birth Certificate
- Australian Passport*
- International Passport* **current, or expired within the previous two years, but not cancelled*
- Australian Citizenship Certificate
- Other document of identity having same characteristics as a passport, e.g. diplomatic/refugee with a photo or signature

Category B – the first item used from any of those below is 40 points, every other item used is 25 points

- Current Licence or Permit (Government Issued)
- Working With Children
- ASIC or MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the Applicant for a period of at least 12 months)
- Victorian Firearm Photo Licence
- Teachers Registration Card

Category C – 25 points each

- Birth Extract
- Proof of Age Card (Government Issued)
- Medicare Card or Private Health Care Card
- Council Rates Notice
- Property Lease or Rental Agreement
- Property Insurance Papers
- ATO Assessment
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

If you wish to use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit or Debit Card
- Bank Statement or Passbook