

## National Police Check - Minimum Proof of Identity documents

To meet the minimum proof of identity document requirements, you must provide four identity documents. There are three categories of identity documents and a list of documents acceptable is under each category, on the next page.

You need to provide:

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

The combination of the identity documents collected must contain your:

- full name
- date of birth
- photograph

Identity documents no longer require certification or verification, with the exception of the photograph requirements below.

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.

Each identity document may only be used once.

Each identity document must be current.

You are only required to provide identity documents in your primary name. If one or more of your identity documents is in a former name (e.g. maiden name), then you must provide evidence of the name change **in addition** to the four identity documents (e.g. marriage certificate).

### Where to send the Identity Documents

You may provide the identity documents in three ways. Please include your registration number.

1) By email to [membershipsupport@scoutsvictoria.com.au](mailto:membershipsupport@scoutsvictoria.com.au) if you are applying for membership, or to [pcrenewals@scoutsvictoria.com.au](mailto:pcrenewals@scoutsvictoria.com.au) if you are an existing member, renewing your Police Check

2) By post, addressed to Membership Support, Victorian Scout Centre, 152 Forster Road, Mount Waverley 3149.

For 1) & 2), when we receive your identity documents, you will be emailed a link to complete a brief on-line application.

3) Request the link to Crimcheck from the above emails. Then simply take a photo of yourself and your identity documents and upload them with the application.

Whichever method you use, please make sure we can read all of the detail on every document.

### **Commencement of identity documents**

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