



National Police Check (NPC) Identification Checklist

Identification requirements for National Police Checks (formally National Criminal Record Check), Aged Care checks, and all other recruitment transactions requiring employee identification have changed. These changes have been implemented to meet requirements set by the Australian Criminal Intelligence Commission (ACIC). These requirements were effective from 30 November 2018.



The Identification Checklist for Consent to undertake a National Police Check (NPC) has replaced the 100 Point Identification Checklist.

New Employee to SLHD (Full ID Check) – Required ID is separated into three document types:

ONE Commencement Document

Eg. Australian Passport or Birth Certificate



ONE Primary Use in the Community Document

Eg. Drivers Licence, Marriage Certificate, Proof of Age or Photo Identity Card



TWO Secondary Use in the Community Documents

Eg. Medicare, Bank Cards, Utility Bill, Photo Identity Card issued by the Australian Government or a state or territory government.



Please see the [Identification Checklist](#) form for further information on what ID can be accepted, as well as special provisions for candidates who are unable to provide the required ID.

Current Employee of SLHD (Lite ID Check) – SLHD requires one (1) form of **photo ID** to be sighted to validate their identity, such as a Staff ID Badge, Drivers Licence or Passport. For temporary and casual staff, you will also need to verify their right to work in Australia.

Candidate ID must be checked at interview and as listed as part of the Data Validation & Checklist Task in ROB. A copy of the ID will need to be uploaded into the Recruitment and Onboarding System (ROB).

Appendix 5 - Identification Checklist for consent to undertake a National Police Check (NPC)

Documents

Section 1: Commencement Documents

- a) Full **Australian Birth Certificate** (not extract or birth card)
- b) Current **Australian passport** (not expired)
- c) **Australian Visa** current at the time of entry to Australia as a resident or tourist
- d) **ImmiCard** issued by Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services
- e) **Certificate of Identity** issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- f) **Document of Identity** issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g) **Certificate of evidence of resident status.**

Section 2: 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 the Community Documents, a **current student identification card** with a signature or photo.

Section 3: Secondary Use in the Community documents

- a) **Certificate of identity** issued by Foreign Affairs and Trade.
- b) **Document of identity** issued by Foreign Affairs and Trade.
- c) **Convention travel document secondary** (United Nations) issued by Foreign Affairs and Trade
- 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 Foreign Affairs and Trade
- 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 secondary or tertiary student photo identity document**
- q) **Certified Academic Transcript** from an Australian University
- r) **Trusted referees report**
- s) **Bank card, credit card or bank statement** (without recording the payment card number/s)
- t) **State/territory government rates assessment notice or Australian Taxation Office assessment notice**
- u) **Australian utility bill** showing name and address
- v) **Australian Private Health Insurance Card**
- w) **Australian Trade Association card.**

Translation of identity documents to English

If an identity document is provided in a language other than English, an accredited translation must be obtained from the National Accreditation Authority for Translators and Interpreters.

Appendix 5 - Identification Checklist for consent to undertake a National Police Check (NPC)

Section 4 – Special Provisions

Special Provision 1 – where the applicant cannot provide from all three categories

Where the applicant cannot provide a:

- **Commencement in the Community document, they must provide:**
 - One primary use in the community document and
 - Three secondary use in the community documents, one of which must contain a photograph
- **Primary use in the Community document, they must provide:**
 - One commencement of identity document and
 - Three secondary use in the community documents
- **Secondary use in the community document, they must provide:**
 - One commencement of identity document and
 - Three primary use in the community documents

At least one document provided must contain proof of the applicant's full name, date of birth and photograph. If the applicant cannot provide a document with a photograph, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)*.

Special Provision 2 – Verification of an applicants claimed identity by an authorised referee

If the applicant cannot provide any identity documents from the three special provision categories, they must provide a:

- Passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)* and
- An authorised referee report that substantiates their claim

The authorised referee must:

- Meet the Australian Criminal Intelligence Commission's authorised referee requirements
- Complete the required sections in the special provisions form, including a declaration
- Provide, if requested, a written reference confirming the applicant's identity on company or/organisation letterhead.

Special Provision 3 – Verification of the applicant's identity with a parent, legal guardian or authorised agent

Access to this provisions is restricted to applicants who:

- are under 18 years of age
- have a disability requiring part or full-time care from an authorised agent
- were raised in foster care or similar arrangements

To meet the requirements of Special provision 3, the applicant, parent, legal guardian or authorised agent must all meet these minimum proof of identity requirements.

Applicant must provide:

- one identity document containing a photograph from the a *Commencement of Identity/Primary Use in Community/Secondary Use in Community* categories. If they cannot, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)*.

Parent, legal guardian or authorised agent must:

- confirm their own identity by meeting the minimum proof of identity requirements and
- provide a documentary link between the child and the parent or legal guardian, such as the child's birth certificate or provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.

Special Provision 4 – limited to overseas applicants not in the country at the time of the check

Applicant must provide:

- a current overseas passport and
- **three of any of the following:** a foreign driver's licence, a birth certificate, bank card, evidence of qualifications from a tertiary institution, utility bill, government issued ID card, evidence of membership of professional association

Certified copies of original documents must be sighted before lodgement of NPC and originals provided after arrival in NSW.