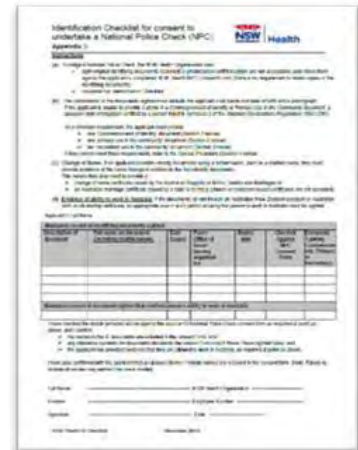




National Police Check (NPC) Identification Checklist

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: **Four identity documents must be provided. Each identity document can only be used once.**

Section 1: Commencement Documents

- a) **Australian Birth Certificate** or authorised record of birth (not extract or birth card)
- b) Current **Australian passport** (not expired)
- c) **Australian Visa** (supported by a **foreign passport**) current at the time of entry to Australia as a resident or tourist (can be accessed via VEVO)
- d) **ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of identity in Australia
- e) **Australian Citizenship Certificate.**

Section 2: Primary Use in the Community Documents

- a) **Australian passport** including Ordinary, Frequent traveller, Diplomatic, Official and Emergency (not expired)
- b) 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
- c) **ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of identity in Australia
- d) Current passport issued by a country other than Australia with a valid entry stamp or visa
- e) 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
- f) For persons **aged** under 18 years with no other Primary use in the Community Documents, a **student identification document** issued by an Australian government agency or Australian school only.

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). **Documents in languages other than English must be accompanied by a NAATI accredited translation**
- 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. **This may be a working with children, vulnerable people card or a government issued occupational licence (NSW WWCC clearance is not a photo identity card and is not accepted as a Secondary document)**
- m) Aviation Security Identification Card
- n) Maritime Security Identification Card
- o) **Firearms licence**
- p) Credit Reference Check
- q) Australian secondary or tertiary student photo identity document
- r) Certified Academic Transcript from an Australian University
- s) Trusted referees report
- t) Bank card, credit card (**without recording the payment card number/s**)
- u) **Notice of Assessment from Australian Taxation Office (ATO) or confirmation letter from ATO of Tax File number**

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
 - **One** secondary use in the community documents

Any combination of Primary and Secondary documents can be accepted, ensuring a total of four documents are provided
- Primary use in the Community document, they must provide:
 - One commencement of identity document and
 - **One** secondary use in the community documents

Any combination of Commencement and Secondary documents can be accepted, ensuring a total of four documents are provided
- Secondary use in the community document, they must provide:
 - **One** commencement of identity document and
 - **One** Primary use in the Community documents

Any combination of Commencement and Primary documents can be accepted, ensuring a total of four documents are provided

At least one document provided must contain proof of the applicants full name, date of birth and photograph. If the applicant can not 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 2018 (Cth)**.

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

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

- Passport-style photograph certified by a person listed in Schedule 2 of the **Statutory Declarations Regulations 2018 (Cth)** and
- An authorised referee report that substantiates their claim

The authorised referee must:

- **Know the applicant and can provide details as to the specific identity circumstances**
- **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.**

In addition, request as many identity documents from the applicant as practically possible to support the use of this provision.

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 must provide:

- **one identity document containing a photograph from the 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 2018 (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.**