

## Proof of Identity



The following lists set out the value of each document according to the 100 point check:

### 70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- **Birth Certificate**
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

**Note: Do not score additional points for more than one document.**

### 40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- **Current driver photo licence** issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

**Note: Additional documents can be awarded 25 points.**

### 35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Land rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

### 25 points

**NAME of signatory verified from any other secondary identification document relating to the signatory e.g. marriage certificate (for maiden name only), credit card, council rates notices, telephone account, foreign driver's licence, Medicare Card, etc.**

**Note: More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if Master Card and Visa Card issued from the same financial institution, only one may be counted**

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- **Medicare Card**
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- The records of another financial body of which the signatory is known customer

- . A record held under a law other than a law relating to land titles
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

### **APPLICANTS UNDER 18**

Identity of the child verified from one of the following:

- Birth Certificate
- Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages
- Citizenship certificate
- International travel document:
  - a current passport
  - expired passport which has not been cancelled and was current within the preceding 2 years
  - other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)

### **OR**

Identity of the child verified from a statement from an educational institution, signed by the principal, deputy principal, head teacher, deputy head teacher, enrolment officer, deputy enrolment officer, secretary, deputy secretary, chief administrator or deputy chief administrator, confirming that the child attends the institution, and either:

- Written on the letterhead of the institution or educational system to which the institution belongs, or
- Incorporated in a list of names written on the letterhead of a financial institution, bearing the stamp or seal of the educational institutional, or
- Contained in a student card issued by the institution, that also contains a copy of the seal or stamp of the institution

**At least one of the documents should show the applicant's signature and preferably their current address.**

**All original documents must be sighted and certified by relevant personnel. Certification from a Justice of the Peace is also acceptable.**

**The suitable wording for certification of the copy would be "I certify this is a true and unaltered copy of the original". The certification statement is written on the copy and then signed by the officer verifying the certification, printing their name and position.**