

Appendix 5 – Proof of Identity



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

70 points

Name of person 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 person 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 person 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

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 person 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.

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 or a legal practitioner with a current practising certificate 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.