

Minimum identity requirements

When applying for a nationally coordinated criminal history check, you must provide a minimum of three (3) documents with your completed form to confirm your identity:

- one commencement of identity document (Category A) to confirm your birth in Australia or arrival in Australia
- one primary use in the community document (Category B) to show the use of your identity in the community
- one secondary use in the community document (Category C)

Information Brokers Pty Ltd will use these documents to verify your identity against the personal information you have provided on this form. The personal information contained in the identity documents you provide will be used to conduct a nationally coordinated criminal history check.

The documentation you provide must include evidence of your full legal name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport style photograph certified by a person listed in Schedule 1 of the Statutory Declaration Regulations 2023 can be accepted in addition to the three required documents.

Commencement Documents (Category A)

- Australian birth certificate (not an extract or birth card)
- Australian Citizenship Certificate
- Australian visa (supported by a foreign passport)
- ImmiCard issued by the Department of Home Affairs
- Australian passport (current, not expired)

Primary Documents (Category B)

- Australian passport (current, not expired)
- Australian driver licence, learner permit or provisional licence
- ImmiCard issued by the Department of Home Affairs
- Foreign passport issued by a country other than Australia, with a valid visa
- Proof of age or photo identity card issued by an Australian government agency
- Student identity document (for under 18 year olds) issued by an Australian secondary TAFE, university, registered training organisation

Secondary Documents (Category C)

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| • DFAT issued Certificate of Identity | • Australian Defence Force photo identity card |
| • DFAT issued Document of Identity | • Commonwealth or state/territory government photo identity card (eg Working with Children or Vulnerable People card) |
| • DFAT issued United Nations Convention Travel Document Secondary | • Australian Aviation security identification card |
| • Foreign government issued identity documents (e.g. driver's licence) | • Australian Maritime security identification card |
| • Medicare card | • Australian Firearms licence |
| • Proof of electoral enrolment with the AEC | • Credit reference check |
| • Australian Security Guard/Crowd Control photo licence | • Australian secondary or tertiary student photo identity document |
| • DVA card | • Certified academic transcript |
| • Centrelink card | • Trusted referees report; |
| • Consular photo identity card issued by DFAT | • Bank card / Credit card |
| • Australian Police Force Officer photo identity card | • Tax File Number |

Names

All names under which you have been or are currently known will be included on the Nationally Coordinated Criminal History Check. If you are concerned about the disclosure of details relating to your previous known names, please contact Information Brokers Pty Ltd for assistance.

Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your 3 identity documents. Church or celebrant-issued certificates are not accepted.

Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact Information Brokers Pty Ltd who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.