



## Human Resources

### 100 Point Identification Check

Please return this form to Human Resources; along with your original identification documents for sighting or attach to this form, an original sighted or certified copy of your identification.

NAME OF EMPLOYEE \_\_\_\_\_

#### PROOF OF IDENTITY

DOCUMENT TYPE	DOCUMENT	POINTS VALUE	POINTS SCORED
Only one form of identification accepted from this category	<p>100 points must include ONE Primary Document, or at least ONE Secondary Document which must contain a photograph.</p> <p><b>PRIMARY</b></p> <ul style="list-style-type: none"> <li>Birth Certificate/Birth Extract</li> <li>Australian Passport (Current, or expired within the previous two years, but not cancelled)</li> <li>Australian Citizenship Certificate</li> <li>International Passport (Current, or expired within the previous two years, but not cancelled)</li> <li>Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)</li> </ul>	70	<input type="text"/>
	Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each	<p><b>SECONDARY</b></p> <ul style="list-style-type: none"> <li>Current Licence or Permit (Government Issued)</li> <li>Working With Children/Teachers Registration Card</li> <li>ASIC/MSIC Card</li> <li>Public Employee Photo ID Card (Government Issued)</li> <li>Department of Veterans' Affairs Card</li> <li>Centrelink Pensioner Concession Card or Health Care Card</li> <li>Current Tertiary Education Institution Photo ID</li> <li>Reference from a Doctor (must have known the applicant for a period of at least 12 months)</li> </ul>	40 or 25
		<p><b>SECONDARY</b></p> <ul style="list-style-type: none"> <li>Foreign/International Driver's Licence</li> <li>Proof of Age Card (Government Issued)</li> <li>Medicare Card/Private Health Care Card</li> <li>Council Rates Notice</li> <li>Property Lease/Rental Agreement</li> <li>Property Insurance Papers</li> <li>Tax Declaration</li> </ul>	25

	<ul style="list-style-type: none"> <li>▪ Superannuation Statement</li> <li>▪ Seniors Card</li> <li>▪ Electoral Roll Registration</li> <li>▪ Motor Vehicle Registration or Insurance Documents</li> <li>▪ Professional or Trade Association Card</li> </ul>		
If you wish to use more than one of these documents they must be from different organisations	Utility Bills (e.g. Telephone, Gas, Electricity, Water) Credit/Debit Card Bank Statement/Passbook	25	<input type="checkbox"/>

**SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET**

The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100	<input type="checkbox"/>
Aboriginal person or Torres Strait Islander resident in a remote area/ community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as ‘Community Leaders’ of the community to which the applicant belongs	100	<input type="checkbox"/>
Child Under 18	<ul style="list-style-type: none"> <li>▪ Birth Certificate/Birth Extract</li> <li>▪ Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>▪ Australian Citizenship Certificate</li> <li>▪ International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>▪ Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)</li> </ul> <p>Or Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution’s letterhead)</p>	100	<input type="checkbox"/>
		<b>TOTAL POINTS SCORED</b>	<input type="checkbox"/>

**IDENTIFICATION VERIFICATION**

I declare that I have sighted and confirmed the applicant’s original or certified true copy \* personal identity documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant’s identity.

Signature of authorised checking officer:  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Date: ___/___/___	Printed name of authorised checking officer:  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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\* A certified copy means a document that has been certified as a true copy of an original document by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) and is available from <http://www.comlaw.gov.au> by searching for “*Statutory Declarations Regulations 1993*”.