

Proof of Identification Requirements (100 points)

The proof of identification (100 points) requirement applies to sole traders and members of an unincorporated body/association. In addition, the Applicant may be requested to provide proof of identification documents for personnel listed on the application in order to assist the Secretary's (or Delegate's) consideration of the application of the service seeking approval.

The documents you may use are listed below. Only certified copies are accepted as proof of identity. You will be required to clearly photocopy your identity documents and take these copies, along with your original documents to one of the qualified witnesses listed below.

You must use **one** primary document and **one** or **more** secondary documents. At least one document must contain a photograph.

Primary Documents

Document	Explanation	Points Value
Australian Birth Certificate	Full Australian birth certificate issued in your name/former name by the Registrar of Births, Deaths and Marriages. Cannot accept birth extracts or birth cards.	70
Australian Passport	A current Australian passport in your name/former name. Cannot accept expired passports.	70
Australian Citizenship Certificate	Australian citizenship certificate or citizen by descent certificate issued in your name/former name.	70
International Passport	Current passport issued by a country other than Australia, with a valid entry stamp or visa. Cannot accept expired passports.	70
Australian Visa (including copy of overseas passport)	Australian visa document must be current and you must supply a copy of the visa and the overseas passport associated with the visa, showing your name and passport number.	70

Secondary Documents

Document	Explanation	Points Value
Australian Driver Licence	Current state or territory issued driver licence, learner permit or provisional licence showing signature and/or photo and same name as the person. Cannot accept expired, cancelled or suspended licences.	40
Australian Photo Firearm Licence	Current shooter or firearm licence showing signature and/or photo and same name as claim. Cannot accept minor or junior permit and licence.	40
State or Federal Government Employee Photo Identity Card	Current State, Territory or Australian Government photo identity card Issued in your name. Cannot accept expired cards.	40
Tertiary Education Institution Photo Identity Card	Current student identification card with your photo, issued from an Australian Government accredited education authority. Cannot accept expired cards.	40

Document	Explanation	Points Value
Department of Veteran's Affairs Card	Current Department of Veteran's Affairs Card issued in your name. Cannot accept expired cards.	40
Centrelink or Social Security Card	Current Centrelink or Social Security Card issued in your name. Cannot accept expired cards.	40
Proof of Age Card	Current proof of age or photo identify card issued by a government agency in your name with photo and/or signature. Cannot accept expired cards.	40
Certificate of Identity (COI)	Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia in your name/former name.	40
Document of Identity (DFAT)	Document of Identity issued by the Department of Foreign Affairs and Trade (DFAT) to Australian citizens or persons who possess the nationality of a Commonwealth country for travel purposes in your name/former name.	40
Medicare Card	Current Australian Government issued Medicare Card issued in your name. Cannot accept expired cards.	25
Council Rates Notice	A paid rates notice in your name and showing the same address as provided in your application to the department. Cannot accept unpaid rates notices.	25
Property Lease/Rental Agreement	Current formal residential tenancy agreement or lease in your name and showing the same address as provided in your application to the department. Cannot accept expired or terminated agreements.	25
Property/Insurance Papers	Legally drawn property/insurance papers for an Australian residence in your name/former name.	25
Motor Vehicle/Registration Documents	Current motor vehicle registration showing your name, same address as provided in your application to the department and proof of payment. Cannot accept expired motor vehicle/registration documents.	25
Professional or Trade Association Card	Current professional or trade association card issued by an authorised regulatory/licencing body within that particular profession or trade. This should be issued in the same name as provided in your application to the department	25
Utility Bills	A paid utility account (e.g. gas, water, electricity of phone) in your name and showing receipt number and same address as provided in your application to the department, less than 12 months old.	25
Credit/Account Card	Current credit card showing your name and signature. Cannot accept cards issued by organisations other than banks, credit unions or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial institutions outside of Australia.	25
Bank Statement/Passbook	Current ATM or debit card showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (if applicable) as provided in your application submitted to the department.	25

Designated List of Occupations and Professions

People from the following list of professions and occupations can complete identity declarations and endorse photographs. They must:

- be an Australian citizen, or
- if applying overseas, a citizen of your country of residence if no Australian citizen is known to you and
- not be related to you by birth, marriage or de-facto relationship
- be easy to contact by telephone during normal working hours.

1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
2. Bailiff
3. Bank officer with 5 or more years of continuous service

4. Building society officer with 5 or more years of continuous service
5. Chiropractor (licensed or registered)
6. Clerk of court
7. Commissioner for Affidavits
8. Commissioner for Declarations

9. Credit union officer with 5 or more years of continuous service	Practicing Accountants or the National Institute of Accountants
10. Dentist (licensed or registered)	25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
11. Fellow of the National Tax Accountant's Association	26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
12. Finance company officer with 5 or more years of continuous service	27. Nurse (licensed or registered)
13. Judge of a court	28. Optometrist (licensed or registered)
14. Justice of the peace	29. Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service.
15. Legal practitioner (licensed or registered)	30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
16. Magistrate	31. Pharmacist (licensed or registered)
17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>	32. Physiotherapist (licensed or registered)
18. Master of a court	33. Police officer
19. Medical practitioner (licensed or registered)	34. Psychologist (licensed or registered)
20. Member of Chartered Secretaries Australia	35. Registrar, or Deputy Registrar, of a court
21. Member of Engineers Australia, other than at the grade of student	36. Sheriff
22. Member of the Association of Taxation and Management Accountants	37. Teacher employed on a full-time basis at a school or tertiary education institution
23. Member of the Australian Defence Force with 5 or more years of continuous service	38. Veterinary surgeon (licensed or registered)
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified	

Certification Wording

The people from the designated list of occupations (above) are able to certify copies of your original documents. No particular form of words is required by legislation. However, the department suggests the following wording be used for:

single page documents

I certify that this is a true copy of the document produced to me on <date>.

Signature

Name

Qualification (e.g. JP, Pharmacist)

Telephone Number

multiple page documents

I certify this and the following <insert number> pages to be a true copy of the original as sighted by me on <date>.

Signature

Name

Qualification (e.g. JP, Pharmacist)

Telephone Number