

# 100 Point Identification Checklist

## Appendix 8

### Instructions

- (a) The 100 point identification check **must** be completed and checked against the applicant's completed *NSW Health National Criminal Record Check Consent Form* prior to lodgement of a National Criminal Record Check (or National Criminal Record Check for Aged Care purposes). \*
- (b) Employers are required to sight **original** identifying documents (scanned or photocopied certified copies are not acceptable), as listed on page 2, and ensure that an appropriately delegated officer checks the details and completes the record of identifying documents below. There is no requirement to retain copies of the identifying documents.
- (c) Identification **must** be current and **must** include at least one type of photographic ID and identification that contains a signature and date of birth. Passport and/or Driver's License are preferred.
- (d) The point score of documents produced must total at least 100 points (refer to page 2).
- (e) **The applicant must provide evidence of ability to work in Australia: If their documents do not include an Australian or New Zealand passport or an Australian birth or citizenship certificate, an appropriate visa or work permit allowing the person to work in Australia must be sighted.**

Applicant's Full Name: \_\_\_\_\_

Mandatory record of identifying documents sighted:						
Description of document	Full name on document	Date issued	Place/ Office of issue/ issuing organisation	Expiry date	Checked Against Consent Form *	Points
Mandatory record of document sighted that confirm person's ability to work in Australia						
<b>Total points</b>						

I have checked the details provided above against the applicant's National Criminal Record Check consent form as required at point (a) above, and I confirm:

The names in the ID documents are included in the consent form, and

Any reference numbers for documents detailed in the consent form match those I have sighted today, and

The applicant has provided evidence that they are allowed to work in Australia, as required at point (e) above.

I have also confirmed with the applicant that all aliases / former / middle names are included in the consent form. (Note: Failure to include all names may warrant the check invalid).

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 100 Point Identification Checklist

## Appendix 8

DOCUMENTS		POINTS
<b>Primary - Only one form of identification accepted from this category:</b> <ul style="list-style-type: none"> <li>Birth Certificate /Birth Extract</li> <li>Australian Citizenship Certificate</li> <li>Australian passport (current or expired within the past two years but not cancelled)</li> <li>International passport (current or expired within the past 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
<b>Secondary – the initial secondary document will score 40 points, any additional documents will be awarded 25 points each:</b> <ul style="list-style-type: none"> <li>Current Licence or Permit (Government Issued)</li> <li>Current driver photo licence issued by an Australian state or territory</li> <li>ASIC/MSIC Card</li> <li>Working with Children /Teachers Registration Card</li> <li>Public Employee Photo ID (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
<ul style="list-style-type: none"> <li>Foreign driver's licence</li> <li>Proof of aged card (Government issued)</li> <li>Medicare Card / private Health Care Card</li> <li>Council rates notice</li> <li>Property Lease/rent agreement</li> <li>Property Insurance Papers</li> <li>Tax Declaration</li> <li>Superannuation Statement</li> <li>Seniors Card</li> <li>Electoral roll compiled by the Australian Electoral Commission</li> <li>Motor Vehicle Registration or Insurance Documents</li> <li>Professional or Trade Association Card</li> </ul>		25
<b>If more than one of these documents are used, they must be from different organisations:</b> <ul style="list-style-type: none"> <li>Current Utility bills (e.g. telephone, water, gas or electricity)</li> <li>Credit / Debit card</li> <li>Bank Statement /Passbook</li> </ul>		25
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
Aboriginal person or Torres Strait Islander resident in a remote area /community	Identity of applicant ordinarily resident in an isolated area verified by <b>TWO</b> persons recognised as ' <b>Community Leaders</b> ' of the community to which the applicant belongs	100
Child under 18 years of age	<ul style="list-style-type: none"> <li>Birth Certificate /Birth Extract</li> <li>Australian Citizenship Certificate</li> <li>Australian passport (current or expired within the past two years but not cancelled)</li> <li>International passport (current or expired within the past 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> <b>Or</b> 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)	100