

Proof of identity - 100 point check

Guide to identity documents for visitors, specified volunteers and contractors

All visitors, specified volunteers and contractors are required to provide 100 points of identification as part of the initial screening process. This applies to all persons entering a school and completing either Appendix 5 or Appendix 11 declaration.

Key information

Other than Special Categories 4 and 5 below, the 100 points proof of identity documents must include ONE Category 1 document; or at least ONE Category 2 document containing a photograph. Collectively, these documents must, as a minimum, also provide evidence of the person's date of birth and signature.

If a name used in one document is different from that shown on the other documents provided, evidence of the name change is to be provided (for example, Marriage or Change of Name Certificate, or divorce papers issued by the Family Court). These documents DO NOT count towards the 100 points.

All original documents must be sighted and certified by the relevant officer conducting the screening. Alternatively, certified copies may be provided, as certified by a Justice of the Peace or a legal practitioner with a current practising certificate.

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 to be written on the copy and then signed by the officer. In addition, the person must print their name and position.

Category 1 (70 points)

(Only ONE form of identification accepted from this category.)

- Birth Certificate/Birth Extract
- Australian Passport (Current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (Current, or expired within the previous two years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

Category 2 (40 points)

(More than one of the following documents may be counted. The initial document will score 40 points, and any additional documents will be awarded 25 points each.)

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- ASIC/MSIC Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card

- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a Doctor (must have known the applicant for a period of at least 12 months)

Category 3 (25 points)

(More than one of the following documents may be counted; each will score 25 points.)

- Foreign/International Driver's Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Tax Declaration
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

To use more than one of the following documents, they must be from different organisations:

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook

Special category 4 - Aboriginal person or Torres Strait Islander resident in a remote area/community

The applicant will meet the 100-point requirement if the applicant is an Aboriginal person or Torres Strait Islander resident in a remote area/community, and the identity of the applicant is verified by two persons recognised as 'Community Leaders' of the community to which the applicant belongs.

Special category 5 - person under the age of 18

A child will meet the 100-point requirement if his or her Identity is verified from ONE of the following:

- Birth Certificate/Birth Extract;
- Australian Passport (current, or expired within the previous two years, but not cancelled);
- Australian Citizenship certificate;
- International Passport (current, or expired within the previous two years, but not cancelled);
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature); or
- A 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).

For more information contact

Probity Unit, Human Resources directorate
probity@det.nsw.edu.au

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