**Proof of Identity**

The Department may ask you to provide proof of your identity for the Business Services Wage Assessment Tool Scheme.

To provide proof of your identity to the Department, you must provide Proof of Identity documents that meet the 100 point check. This is done by providing certified documents from the list on the attached pages.

One of the documents from the list must contain a photograph. Together, these documents must, as a minimum, also provide evidence of your date of birth and signature.

If your name used in one document is different from that shown on the other documents provided, evidence of the name change is also 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.

**Please do not send us your original documents.** Certified copies must be signed by the appropriately qualified certifying person and they should also write the following information on the identity documents.

**“I certify this is a true and unaltered copy of the original”**

**Name:**

**Position:**

**Date:**

Further information is available at Attachment B Certifying Documents. (Link)

|  |  |  |
| --- | --- | --- |
| **Document** | **Explanation/Description** | **Points** |
| **Citizenship Certificate** | Australian citizenship certificate in your name/former name.  | **70** |
| **Australian Passport (current)** | Current Australian passport in your name/former name. | **70** |
| **Australian Birth Certificate** | Original Australian birth certificate or birth extract in your name/former name. | **70** |
| **Certificate of Evidence of Resident Status** | Certificate of Evidence of Residence Status (Form 283) issued by the Department of Immigration and Multicultural Affairs, showing your name/former name**.** | **70** |
| **Certificate of Identity** | Certificate of Identity issued in your name/former name by the Department of Foreign Affairs and Trade for one time use by Australians travelling overseas. | **70** |
| **Document of Identity (DIMA)** | Document of Identity issued by the Department of Immigration and Multicultural Affairs to Non Australian residents. | **70** |
| **Current Australian Visa** | Current Australian visa for entry into Australia as resident or tourist. | **70** |
| **Defence Discharge Papers** | Australian Armed Services discharge papers, in your name/former name. | **70** |
| **Shooter’s or Firearm Licence** | Current Australian visa for entry into Australia as resident or tourist. | **70** |
| **Security Licence** | Current security protection industry or crowd control licence, showing signature and/or photo and same name and address as claim. | **70** |
| **Bank Card or Passboook** | Current passbook/credit card/ATM card with financial institution showing your signature. | **40** |
| **Bank Statement** | Recent statement for current credit card/ATM card or cheque account at financial institution showing your name and address. Not ATM receipt.  | **40** |
| **Child’s Birth Certificate** | Australian birth certificate showing your name as parent/guardian, NOT sibling. | **40** |
| **Driver’s Licence – Motor Vehicle** | Current state or territory issued driver’s licence, learner’s permit or provisional licence showing signature and/or photo and same name and address as claim. | **40** |
| **Australian Divorce Papers** | Australian divorce papers in your name/former name. | **40** |
| **Educational Certificate** | School/educational certificate in your name/former name (school/TAFE/university). | **40** |
| **Australian Marriage Certificate** | Australian marriage certificate issued and certified by a state or territory government agency. Not church issued. | **40** |
| **Mortgage Paper** | Legally drawn mortgage paper for an Australian residence in your name/former name. | **40** |
| **Name Change** | Legal change of name certificate or deed poll certificate. | **40** |
| **Overseas Passport** | Current overseas passport with valid entry stamp or visa. | **40** |
| **Registration Certificate from a Professional Board** | Registration certificate from a national or state/territory professional registration board e.g. doctors, nurses, dentists, physiotherapists, accountants. | **40** |
| **Trade Certificate** | Current Australian trade certificate in your name/former name. | **40** |
| **Veteran’s Affairs Gold Card** | Current Department of Veterans’ Affairs Gold Card issued in your name. | **40** |
| **Reference from ATSI Organisation** | Reference from an Aboriginal/Torres Strait Islander organisation showing referee’s full details and length of time they have known you. To be verified with the organisation. | **20** |
| **Educational Report or Reference** | School/educational reports or references in your name/former name. To be verified with organisation (school/TAFE/university). | **20** |
| **Student ID Card** | Current student ID card issued in your name with signature and/or photo (school/TAFE/university) | **20** |
| **PAYG Payment Summary (Group Certificate)** | Recent PAYG payment summary or group certificate, not more than 2 years old, with tax file number. To be verified with employer. | **20** |
| **Insurance Renewal** | Recent insurance renewal for house, contents, car, boat, crop insurance in your name and showing current address. | **20** |
| **Tenancy Agreement of Lease** | Recent formal tenancy agreement or lease in your name and showing address. | **20** |
| **Medicare Card** | Medicare card showing your name. | **20** |
| **Motor Vehicle Registration** | Current motor vehicle registration showing your name and same address on claim and proof of payment. | **20** |
| **Other Overseas Documents** | Any other overseas documentation or lapsed overseas passport with entry visa. | **20** |
| **Other Licence** | Any other current Commonwealth, state or territory licence for coxswain, boat, heavy vehicle, aircraft etc. Must have your photo and/or signature. Not recreational fishing or boating licences. | **20** |
| **Proof of Age Card** | Current proof of age card issued by a government agency in your name with photo and/or signature. | **20** |
| **Rates Notice** | Recent rates notice in your name and showing address and proof of payment. | **20** |
| **Utility Account** | Recent utility account e.g. gas, water, electricity or phone in your name and showing address and proof of payment. | **20** |
| **Share Certificate** | Share certificate issued in your name. | **10** |
| **Electoral Enrolment** | Proof of electoral enrolment card issued in your name and current address. | **10** |
| **Other Financial Documents** | Other financial documents such as superannuation statements, life insurance, term deposits issued in your name, not more than 12 months old. Not hire purchase or lease agreement. | **10** |
| **Health Insurance Card** | Current health insurance card showing your name. | **10** |
| **Motoring Association Membership Card** | Current membership card or documents issued in your name: NRMA, RACQ, RACV, RAA, RACT, RAC(WA), AANT. | **10** |
| **Taxation Notice of Assessment** | Recent taxation notice of assessment in your name less than 2 years old. | **10** |
| **Employment Records** | Termination notice, separation certificate, report or reference from employer in your name. To be verified with employer. | **10** |