

# 100 Point Identification Check

**Instructions:**

1. The 100 point identification check **must** be completed prior to lodgement of a National Criminal Record Check or Working With Children Check or Aged Care Check.
2. Employers are required to sight original identifying documents, certify a photocopy which is to be retained on the applicant's **personnel** file, and ensure that an appropriately delegated officer completes the record of identifying documents below.
3. Identification must be current and must include at least one type of photographic ID and identification that contains a signature and date of birth.
4. The point score of documents produced must total at least 100 points.
5. **In addition to providing 100 points identification if the person is not an Australian citizen or permanent resident eg. was born overseas and/or does not hold an Australian or New Zealand passport, evidence of Australian citizenship or appropriate visa/work permit that allows work in Australia must be sighted, photocopied and certified**

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

DOCUMENTS	POINTS
<p><b>Verify the name of the preferred applicant using one of:</b></p> <ul style="list-style-type: none"> <li>- Birth Certificate</li> <li>- Birth Card issued by the NSW Registry of Births, Deaths and Marriages</li> <li>- Citizenship Certificate</li> <li>- Current Australian passport</li> <li>- Expired Australian passport which has not been cancelled and was current within the preceding 2 years</li> <li>- Current passport from another country or diplomatic documents</li> </ul>	70
<p><b>Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):</b></p> <ul style="list-style-type: none"> <li>- Current driver photo licence issued by an Australian state or territory</li> <li>- Identification card issued to a public employee</li> <li>- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit</li> <li>- Identification card issued to a student at a tertiary education institution.</li> <li>- Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following:               <ul style="list-style-type: none"> <li>- A financial body certifying that the applicant is a known customer.</li> <li>- An acceptable referee under AUSTRAC Guideline No. 3 (<a href="http://www.austrac.gov.au/files/guideline_3.pdf">www.austrac.gov.au/files/guideline_3.pdf</a>)</li> </ul> </li> </ul>	40
<p><b>Verify name and address of preferred applicant from one or more of these:</b></p> <ul style="list-style-type: none"> <li>- Document held by a cash dealer giving security over property</li> <li>- A mortgage or other instrument of security held by a financial body</li> <li>- Council rates notice</li> <li>- Document from current employer or previous employer within the last two years</li> <li>- Land Titles Office record</li> <li>- Document from the Credit Reference Association of Australia.</li> </ul>	35

DOCUMENTS	POINTS
<p><b>Verify name of preferred applicant from one or more of these:</b></p> <ul style="list-style-type: none"> <li>- Current credit card or account card from a bank, building society or credit union</li> <li>- Current telephone, water, gas or electricity bill</li> <li>- Foreign driver's licence</li> <li>- Medicare Card</li> <li>- Electoral roll compiled by the Australian Electoral Commission</li> <li>- Lease/rent agreement</li> <li>- Current rent receipt from a licensed real estate agent</li> <li>- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years</li> <li>- Records of a professional or trade association of which the applicant is a member.</li> </ul>	25

*Employers to note:* if an applicant is unable to provide documents to meet the identification requirements due to their personal circumstances or special needs, the employer should contact his or her Approved Screening Agency for assistance.

### Record of identifying documents:

Please record relevant details in the table below:

Description of document	Date of Issue	Place/ Office of issue/ issuing organisation	Expiry date	Ref. or doc. number	Points
<b>Total points</b>					

<b>Name and position title of officer sighting documents</b>		<b>Date:</b>
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**NOTE:** This 100 point identification is adapted to accord with the Commonwealth *Financial Transaction Reports Act 1988* as required by the CrimTrac Agency and NSW Commission for Children and Young People – Working with Children Check Guidelines February 2010