



Welcome to our comprehensive guide regarding the identity documents required for a Nationally Coordinated Criminal History Check (NCCHC). These requirements are set by The Australian Criminal Intelligence Commission (ACIC).

In order to satisfy the minimum proof of identity document requirement, we must collect:

- ➔ **ONE** Commencement of identity document
- ➔ **ONE** Primary use in the community document
- ➔ **TWO** Secondary use in the community documents

Each identity document may be used only once. We must collect all required documents from the categories above. At least one of the four identity documents should be a photo identity document (a photo must be present on the document). If you are unable to provide a Photo ID, you are required to send a passport-style photograph, certified by a person listed in Schedule 2 of the Statutory Regulations 1993 (Cth) [here](#). Expired documents are not accepted. Exceptions apply for Australian passports, which will be accepted up to 2 years after their expiration date.

### Commencement of identity documents are any of the following:

- ✓ Full Australian birth certificate (not an extract or birth card).
- ✓ Australian passport.
- ✓ Australian visa current at time of entry to Australia as a resident or tourist, supported a foreign passport.
- ✓ Australian citizenship certificate.
- ✓ ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the card holder to prove their visa and/or migration status and enroll in services.

### Primary use in the community documents are any of the following:

- ✓ Current Australian driver licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed.
- ✓ Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted).
- ✓ Current passport issued by a country other than Australia with a valid entry stamp or visa.
- ✓ Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a photo.
- ✓ Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence).
- ✓ For persons under 18 years of age with no other primary use in community documents, a current student identification card with a signature or photo.



### Secondary use in the community documents are any of the following:

- ✓ Certificate of identity issued by DFAT.
- ✓ Document of identity issued by DFAT.
- ✓ Convention travel document secondary (United Nations) issued by DFAT.
- ✓ Foreign government issued documents (for example, driver licence).
- ✓ Medicare card.
- ✓ A relationship certificate issued by a state or territory Births, Deaths and Marriages
- ✓ Enrolment with the Australian Electoral Commission.
- ✓ Security guard or crowd control photo licence.
- ✓ Evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs).
- ✓ Consular photo identity card issued by DFAT.
- ✓ Photo identity card issued to an officer by a police force.
- ✓ Photo identity card issued by the Australian Defence Force
- ✓ Photo identity card issued by the Australian Government or a state or territory government.
- ✓ Aviation Security Identification Card (ASIC).
- ✓ Maritime Security Identification Card (MSIC).
- ✓ Credit reference check.
- ✓ Australian tertiary student photo identity document
- ✓ Australian secondary student photo identity document
- ✓ Certified academic transcript from an Australian university.
- ✓ Trusted referees report.
- ✓ Bank card, credit card or bank statement
- ✓ Australian tax file number
- ✓ State/territory government rates assessment notice or ATO assessment notice.
- ✓ Australian utility bill showing name and address.
- ✓ Australian private health insurance card.
- ✓ Australian trade association card.

### Selfie holding a photo ID

In addition to the minimum identification requirement documents, you must take a selfie holding one of the photo identity documents you provided, to prove that you in fact are the person in your photo identification document.

When prompted to do so, you must take a photo of yourself holding one of the photo ID's you submitted on your application, which should be visible and easily readable. Your face should be clear and unobstructed with items such as glasses, hats etc. Upload the resulting photo to our web platform, along with the rest of the documents.



### Change in Name

Applicants are only required to provide identity documents for their primary name. You are not required to provide ID for previously known names as long as the documents you are providing match the name on your application.

If you are providing documents on a former name, such as a maiden name, you must provide evidence of the name change in addition to the rest of ID documents. You can submit one of the following:

- ✓ Change of name certificate issued by the Australian Registry of Births, Deaths and Marriages.
- ✓ An Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted).
- ✓ Deed poll.
- ✓ A relationship certificate issued by a state or territory Births, Deaths and Marriages



Check the special provisions below if you are unable to meet the minimum identity requirement.

### Special provisions for applicants unable to meet the minimum proof of identity requirements:

Sometimes, applicants are unable to provide the documents necessary to properly identify themselves according to the minimum requirements.

Usually, one this happens to individuals:

- ✓ Whose birth was not registered.
- ✓ Who are homeless.
- ✓ Who are undocumented, have recently arrived in Australia.
- ✓ Who live in remote areas.
- ✓ Who are transgender or intersex.
- ✓ Who are affected by natural disasters.
- ✓ With limited access to identity documents for reasons associated with how they were raised, their ability to participate in society, or due to their age.
- ✓ Who are foreign nationals and living overseas.

### Special provision 1 - acceptance of alternative combinations of proof of identity documents

Where an applicant cannot provide a commencement of identity document they must provide a minimum of four identity documents consisting of:

- ✓ At least one primary use in the community document, and at least one secondary use in the community document.

Where an applicant cannot provide a primary use in the community document they must provide a minimum of four identity documents consisting of:

- ✓ At least one commencement of identity document, and at least one secondary use in the community document.

Where an applicant cannot provide a secondary use in the community document they must provide a minimum of four identity documents consisting of:

- ✓ At least one commencement of identity document, and at least one primary use in the community document.

If granted suitability of this special provision, any combination of documents from any 2 categories can be accepted, ensuring a total of four documents are provided.

The combination of the identity documents collected must contain the applicant's full name, date of birth and a photo.

If the documents presented do not contain a photo of the applicant, they must submit a certified passport- style photo in accordance with the [Statutory Declarations Regulations](#).



### Special provision 2 - verification of applicant identity by an authorised referee

Special provision 2 may be used to support an applicant to verify their identity.

The authorised referee must:

- ✓ Know the applicant.
- ✓ Meet the ACIC's authorised referee requirements (outlined on the form).
- ✓ Complete the required sections in the special provisions form, including a declaration.
- ✓ Provide, if requested, a written reference confirming the applicant's identity on company or/ organisation letterhead.

The applicant must provide as many identity documents as practically possible to support the use of this provision.

### Special provision 3 - verification of the applicant's claimed identity with a parent, legal guardian or authorised agent

Access to special provision 3 is restricted to applicants who:

- ✓ Are under 18 years of age.
- ✓ Have a disability requiring part or full-time care and/ or were raised in foster care or similar arrangements.

To meet the requirements of special provision 3 the applicant must provide:

- ✓ One identity document containing a photograph. If they cannot, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

In addition, parents, legal guardians or authorised agents must:

- ✓ Confirm their own identity by meeting the minimum proof of identity documents.

**AND**

- ✓ Provide a documentary link between the applicant and the parent or legal guardian, such as the child's birth certificate.

**OR**

- ✓ Provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.

### Remember:

- Each identity document may only be used once.
- Your name and date of birth must match on all documents.
- One of the identity documents must contain a photograph of you.
- Documents submitted should not be expired. Exceptions apply to Australian passports, which will be accepted for up to two years after their expiration date.
- All identity documents must be in colour. Black and white copies will not be accepted.
- When providing a "selfie", you must hold one of the photo ID documents you previously submitted in your application.

If you need any additional help concerning the minimum identity requirement or special provisions, please email us at [info@crimecheckaustralia.com.au](mailto:info@crimecheckaustralia.com.au).