

**SECTION 2: PROOF OF IDENTITY (100-POINT CHECK) - Documents must be selected from the list below**

When applying for a National Police History Check, you must provide proof of your identity with your informed consent form (see Minimum Identity Requirements below), all documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993".

**Change of Name**

If all documents provided for 100 points of ID are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 Points of ID provided are under two or more different names (e.g. birth certificate in maiden name and driver's license in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points of ID. If you use a change of name document you must provide in Section 1 the other names you have used.

**Minimum Identity Requirements**

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993".
- the combination of documents supplied should, as a minimum equal a total of 100 points; and
- evidence your full name and date of birth

| Document Type   | Document  | Points Value | Points Scored        |
|---|---|--------------|----------------------|
| Only one form of identification accepted from this category   | <b>Category A</b> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous 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           | <input type="text"/> |
| Your first Secondary Document will score 40 points, any additional Documents will be awarded 25 points each | <b>Category B</b> <ul style="list-style-type: none"> <li>• Current Licence or Permit (Government Issued)</li> <li>• Working With Children/Teachers Registration Card</li> <li>• ASIC/MSIC Card</li> <li>• Public Employee Photo ID Card (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     | <input type="text"/> |
| Each Supplementary Document will be awarded 25 points   | <b>Category C</b> <ul style="list-style-type: none"> <li>• Birth Extract</li> <li>• Proof of Age Card (Government Issued)</li> <li>• Medicare Card/Private Health Care Card</li> <li>• Council Rates Notice</li> <li>• Property Lease/Rental Agreement</li> <li>• Property Insurance Papers</li> <li>• ATO Assessment</li> <li>• Superannuation Statement</li> <li>• Seniors Card</li> <li>• Electoral Roll Registration</li> <li>• Motor Vehicle Registration or Insurance Documents</li> <li>• Professional or Trade Association Card</li> </ul>          | 25           | <input type="text"/> |
| If you wish to use more than one of these documents they must be from different organisations               | <ul style="list-style-type: none"> <li>• Utility Bills (e.g. Telephone, Gas, Electricity, Water)</li> <li>• Credit/Debit Card</li> <li>• Bank Statement/Passbook</li> </ul>   | 25           | <input type="text"/> |

SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET

|  |  |     |                          |
|--|--|-----|--------------------------|
| Recent Arrival - have been in Australia for 6 weeks or less<br><i>N.B: The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks</i> | Current passport and proof of date of arrival  | 100 | <input type="checkbox"/> |
| Aboriginal people, Torres Strait Islander people or resident in a remote area/community  | Please complete the "NPCS Proof of Identity/Verification under the Special Provision in the NPCS Application/ Consent Form for Aboriginal people and Torres Strait Islander people Form" and attach it to this document  | 100 | <input type="checkbox"/> |
| Child Under 18   | <ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature)</li> </ul> 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 | <input type="checkbox"/> |

TOTAL POINTS

|  |                             |                          |
|--|-----------------------------|--------------------------|
| Points must equal or exceed a total of 100 | <b>Total Points Scored:</b> | <input type="checkbox"/> |
|--|-----------------------------|--------------------------|

**VERIFICATION - (OFFICE USE ONLY)**

**NOTE: To be completed by the Accredited Organisation or its Customer (as defined in the CrimTrac agreement).**  
I declare that I have sighted and confirmed the Applicant's original or certified true copy of personal identity documents and that the Applicant has achieved the required 100 point Proof of Identity requirements. I am satisfied as to the correctness of the Applicant's identity.

|  |  |
|--|--|
| Signature of authorised checking officer:<br>.....Date: <input type="checkbox"/> | Printed name of authorised checking officer:<br><input type="checkbox"/> |
|--|--|

**SECTION 3: ACCREDITED ORGANISATION DETAILS**

|   |   |     |   |
|---|---|-----|---|
| Accredited Organisation<br>(Legal Name) | <input type="checkbox"/> NATIONAL CRIME CHECK PTY LTD | ABN | <input type="checkbox"/> 60 139 183 145 |
| Address                                 | <input type="checkbox"/>                              |     |   |

**SECTION 4: ACCREDITED ORGANISATION NOTES**

|       |                          |
|-------|--------------------------|
| Notes | <input type="checkbox"/> |
|-------|--------------------------|

**SECTION 5: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION**

Is the result of the National Police History Check to be forwarded/disclosed only to the Accredited Organisation named in Section 3 above?  
 Yes     No    If No: I authorise the result of the National Police History Check to be forwarded/disclosed to the following employer/ organisation to assess my suitability:

|                                       |                          |     |                          |
|---------------------------------------|--------------------------|-----|--------------------------|
| Employer/Organisation<br>(Legal Name) | <input type="checkbox"/> | ABN | <input type="checkbox"/> |
|---------------------------------------|--------------------------|-----|--------------------------|