

The Australian Criminal Intelligence Commission (ACIC) requires you to provide four documents from 3 categories, as below:

- ONE Commencement of ID Document
- ONE Primary Use in the Community Document
- TWO Secondary Use in the Community Documents.

In all instances, the combination of identity documents must contain at minimum your **full name, date of birth** and a **photograph**. If you have provided identity documents using a former name, such as a maiden name, you must provide evidence of the name change in addition to the four identity documents.

Commencement of Identity Documents

- (a) full Australian birth certificate (not an extract or birth card)
- (b) current Australian passport (not expired)
- (c) Australian visa current at time of entry to Australia as a resident or tourist
- (d) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- (e) certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- (f) document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (g) certificate of evidence of resident status.

Primary use in the community documents

- (a) 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
- (b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- (c) current passport issued by a country other than Australia with a valid entry stamp or visa
- (d) current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- (e) current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- (f) 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

- (a) certificate of identity issued by DFAT
- (b) document of identity issued by DFAT
- (c) convention travel document secondary (United Nations) issued by DFAT
- (d) foreign government issued documents (for example, driver licence)
- (e) Medicare card
- (f) enrolment with the Australian Electoral Commission
- (g) security guard or crowd control photo licence
- (h) evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)
- (i) consular photo identity card issued by DFAT

- (j) photo identity card issued to an officer by a police force
- (k) photo identity card issued by the Australian Defence Force
- (l) photo identity card issued by the Australian Government or a state or territory government
- (m) Aviation Security Identification Card
- (n) Maritime Security Identification card
- (o) credit reference check
- (p) Australian tertiary student photo identity document
- (q) Australian secondary student photo identity document
- (r) certified academic transcript from an Australian university
- (s) trusted referees report
- (t) bank card
- (u) credit card

Please note that it is an ACIC requirement of *fit2work* to link identity documents to you as an individual as a part of the application process.

To do so, it may be necessary to require additional documents to be uploaded as well as make all enquiries necessary to satisfy this requirement.

fit2work is required, and will report any suspicion of identity fraud detected on the platform to the relevant Australian Police Service and the ACIC.

Applications must be made by the individual for whom the check is sought, or somebody authorised to make the application on the applicant's behalf (e.g. parent, legal guardian or authorised agent).

The link between identity documents and the applicant must still be satisfied by *fit2work*. Applicants are only required to provide identity documents for their primary name, not for any previously known names. If identity documents are provided using a former name (e.g. maiden name) evidence of the name change must be provided in addition to the minimum four (4) identity documents.

If you have a legitimate reason prohibiting you from meeting these verification of identity requirements, special provisions may be used to verify your identity.