



### PHOTOGRAPH AND IDENTITY VERIFICATION

All applicants must provide **four (4)** items of identification. These items must be as per:

- **One (1)** from **Commencement** of identity documents
- **One (1)** from **Primary** use in the community documents
- **Two (2)** from **Secondary** use in the community documents

<i>Commencement of identity documents</i>	<i>Primary use in the community documents</i>
<ul style="list-style-type: none"> <li>(a) Full <b>Australian birth certificate</b> (not an extract or birth card)</li> <li>(b) Current <b>Australian passport</b> (not expired)</li> <li>(c) <b>Australian visa</b> current at time of entry to Australia as a resident or tourist</li> <li>(d) <b>ImmiCard</b> issued by Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services</li> <li>(e) <b>Certificate of identity</b> issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia</li> <li>(f) <b>Document of identity</b> issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes</li> <li>(g) Certificate of <b>evidence of resident status</b></li> <li>(h) <b>Australian Citizenship Certificate</b></li> </ul>	<ul style="list-style-type: none"> <li>(a) Current <b>Australian driver's licence</b>, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed</li> <li>(b) <b>Australian marriage certificate</b> issued by a state or territory (church or celebrant-issued certificates are not accepted)</li> <li>(c) Current <b>passport</b> issued by a country other than Australia with a valid entry stamp or visa</li> <li>(d) Current <b>proof of age</b> or <b>photo identity card</b> issued by an Australian Government agency in the name of the applicant, with a signature and photo (this includes a current <b>Working With Children</b> card issued in Western Australia)</li> <li>(e) Current <b>shooter's</b> or <b>firearm's licence</b> showing a signature and photo (not minor or junior permit or licence)</li> </ul>
<i>Secondary use in the community documents</i>	
<ul style="list-style-type: none"> <li>(a) <b>Certificate of identity</b> issued by Foreign Affairs and Trade</li> <li>(b) <b>Document of identity</b> issued by Foreign Affairs and Trade</li> <li>(c) <b>Convention travel document secondary</b> (United Nations) issued by Foreign Affairs and Trade</li> <li>(d) <b>Foreign government issued documents</b> (for example, driver's licence)</li> <li>(e) <b>Medicare card</b></li> <li>(f) <b>Enrolment with the Australian Electoral Commission</b></li> <li>(g) <b>Security guard or crowd control photo licence</b></li> <li>(h) <b>Evidence of right to an Australian government benefit</b> (Centrelink or Veteran's Affairs)</li> <li>(i) <b>Consular photo identity card</b> issued by Foreign Affairs and Trade</li> <li>(j) <b>Photo identity card</b> issued to an officer by a police force</li> <li>(k) <b>Photo identity card</b> issued by the Australian Defence Force</li> <li>(l) <b>Photo identity card</b> issued by the Australian Government or a state or territory government</li> </ul>	<ul style="list-style-type: none"> <li>(m) <b>Aviation Security Identification Card</b></li> <li>(n) <b>Maritime Security Identity Card</b></li> <li>(o) <b>Credit reference check</b></li> <li>(p) <b>Australian tertiary photo identity document</b></li> <li>(q) <b>Australian secondary student photo identity document</b></li> <li>(r) Certified <b>academic transcript</b> from an Australian university</li> <li>(s) <b>Trusted referee's report</b></li> <li>(t) <b>Bank card</b> or <b>credit card</b> or <b>bank statement</b></li> <li>(u) <b>State/territory government rates assessment notice</b> or <b>Australian Taxation Office assessment notice</b></li> <li>(v) <b>Australian utility bill</b> showing name and address</li> <li>(w) <b>Australian Private Health Insurance Card</b></li> <li>(x) <b>Australian Trade Association card</b></li> </ul>

Your **original** ID documents must be sighted and your identity **verified**. **One document must contain a photograph of you**. If you provide identity documents in a former name, e.g. maiden name, you must provide evidence of the name change, **in addition** to your **four** identity documents. The person verifying your identity must compare your photograph identity document(s) with a face-to-face comparison of you, in-person. Alternatively, the photograph verification may be conducted via remote sighting (e.g. webcam, skype, video conference). The person verifying your identity must then complete the **Photograph and Identity Verification** section of your Summary Sheet, and include a contact telephone number.

#### Who can verify my photograph and other identification documents?

In most cases, an employee at the school, or TAFE college, or Department branch where you will be working, will be the person to sight your **original** documents and verify your identity. University and TAFE students on practicum can request a staff member at their University or TAFE to verify their identity and request them to complete the *Photograph and Identity Verification* section on their Summary Sheet. A telephone number must be included. If this is not possible, then you can request an Authorised person in the *Statutory Declarations Regulations 2018 (Cth)* to verify your identity (see Appendix A). Applicants delivering their application in-person to the Screening Unit may request a Screening Officer to sight their **original** documents and verify their identity.

#### Submitting your application

**By post** – applicants can post their application to the Screening Unit but must have the *Photograph and Identity Verification* section correctly completed.

**By email** – applicants are recommended to have the school, TAFE college, Department branch they are seeking employment at, or their University or TAFE in the case of practicum students, email the application in to the Screening Unit. The *Photograph and Identity Verification* section must be completed and include a contact telephone number of the person sighting **original** documents and verifying the applicant's identity. Applicants can email their own application if prior approval from the Screening Unit is gained if the *Photograph and Identity Verification* section is correctly completed and a contact number of the verifier has been included.



### IDENTIFICATION VERIFICATION

## Statutory Declarations Regulations 2018

### Schedule 2 - Persons before whom a statutory declaration may be made

#### Part 1 – Listing of Occupations

Item	Occupation
1	Architect
2	Chiropractor
3	Dentist
4	Financial adviser or financial planner
5	Legal practitioner
6	Medical practitioner
7	Midwife
8	Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
9	Nurse
10	Occupational therapist
11	Optometrist
12	Patent attorney
13	Pharmacist
14	Physiotherapist
15	Psychologist
16	Trade marks attorney
17	Veterinary surgeon



### Part 2 – Other persons

Item	Person
1	Accountant who is: (a) a fellow of the National Tax Accountants' Association; or (b) a member of any of the following: (i) Chartered Accountants Australia and New Zealand; (ii) the Association of Taxation and Management Accountants; (iii) CPA Australia; (iv) the Institute of Public Accountants
2	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
3	APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
4	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i> )
5	Bailiff
6	Bank officer with 5 or more continuous years of service
7	Building society officer with 5 or more years of continuous service
8	Chief executive officer of a Commonwealth court
9	Clerk of a court
10	Commissioner for Affidavits
11	Commissioner for Declarations
12	Credit union officer with 5 or more years of continuous service
13	Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
14	Employee of the Australian Trade and Investment Commission who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i> ; and (c) exercising the employee's function at that place
15	Employee of the Commonwealth who is: (a) at a place outside Australia; and (b) authorised under paragraph 3(c) of the <i>Consular Fees Act 1955</i> ; and (c) exercising the employee's function at that place
16	Engineer who is: (a) a member of Engineers Australia, other than at the grade of student; or (b) a Registered Professional Engineer of Professionals Australia; or (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or (d) registered on the National Engineering Register by Engineers Australia
17	Finance company officer with 5 or more years of continuous service
18	Holder of a statutory office not specified in another item of this Part
19	Judge
20	Justice of the Peace
21	Magistrate
22	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>
23	Master of a court



24	Member of the Australian Defence Force who is: (a) an officer; or (b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or (c) a warrant officer within the meaning of that Act
25	Member of the Australasian Institute of Mining and Metallurgy
26	Member of the Governance Institute of Australia Ltd
27	Member of: (a) the Parliament of the Commonwealth; or (b) the Parliament of a State; or (c) a Territory legislature; or (d) a local government authority
28	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
29	Notary public, including a notary public (however described) exercising functions at a place outside: (a) the Commonwealth; and (b) the external Territories of the Commonwealth
30	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
31	Permanent employee of: (a) a State or Territory or a State or Territory authority; or (b) a local government authority; with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
32	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
33	Police officer
34	Registrar, or Deputy Registrar, of a court
35	Senior executive employee of a Commonwealth authority
36	Senior executive employee of a State or Territory
37	SES employee of the Commonwealth
38	Sheriff
39	Sheriff's officer
40	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution



Government of **Western Australia**  
Department of **Education**  
**Screening Unit**

**Address:** 151 Royal Street, East Perth, WA, 6004  
**Post:** Locked Bag 2, East Perth, WA, 6892  
**Phone:** (08) 9264 4477  
**Website:** [www.education.wa.edu.au/screening](http://www.education.wa.edu.au/screening)  
**Email:** [screening@education.wa.edu.au](mailto:screening@education.wa.edu.au)