



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"> (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 that enables the cardholder to prove their visa and/or migration status and enrol in services (e) Certificate of identity issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia (f) Document of identity issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes (g) Certificate of evidence of resident status (e.g. Australian Citizenship Certificate) 	<ul style="list-style-type: none"> (a) Current Australian driver's 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 (this includes a current Working With Children card issued in Western Australia) (e) Current shooter's or firearm's licence showing a signature and photo (not minor or junior permit or licence)
<i>Secondary use in the community documents</i>	
<ul style="list-style-type: none"> (a) Certificate of identity issued by Foreign Affairs and Trade (b) Document of identity issued by Foreign Affairs and Trade (c) Convention travel document secondary (United Nations) issued by Foreign Affairs and Trade (d) Foreign government issued documents (for example, driver's 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 Veteran's Affairs) (i) Consular photo identity card issued by Foreign Affairs and Trade (j) Photo identity card issued to an officer by a police force 	<ul style="list-style-type: none"> (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 Identity Card (o) Credit reference check (p) Australian tertiary photo identity document (q) Australian secondary student photo identity document (r) Certified academic transcript from an Australian university (s) Trusted referee's report (t) Bank card (u) Credit card

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 Regulations 1993 (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.

In person – applicants can bring their **four (4) original** identity documents in to the Screening Unit where Screening Officers will check your identity and complete the *Photograph and Identity Verification* section.



IDENTIFICATION VERIFICATION

Statutory Declarations Regulations 1993

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

Part 1 - Occupations

Item	Occupation
101	Chiropractor
102	Dentist
103	Legal practitioner
104	Medical practitioner
105	Nurse
106	Optometrist
107	Patent attorney
108	Pharmacist
109	Physiotherapist
110	Psychologist
111	Trade marks attorney
112	Veterinary surgeon



Part 2 – Other persons

Item	Person
201	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
202	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)
203	Bailiff
204	Bank officer with 5 or more continuous years of service
205	Building society officer with 5 or more years of continuous service
206	Chief executive officer of a Commonwealth court
207	Clerk of a court
208	Commissioner for Affidavits
209	Commissioner for Declarations
210	Credit union officer with 5 or more years of continuous service
211	Employee of the Australian Trade 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 his or her function in that place
212	Employee of the Commonwealth who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i> ; and (c) exercising his or her function in that place
213	Fellow of the National Tax Accountants' Association
214	Finance company officer with 5 or more years of continuous service
215	Holder of a statutory office not specified in another item in this Part
216	Judge of a court
217	Justice of the Peace
218	Magistrate
219	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>
220	Master of a court
221	Member of Chartered Secretaries Australia
222	Member of Engineers Australia, other than at the grade of student
223	Member of the Association of Taxation and Management Accountants
224	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
225	Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants



226	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 of a State or Territory
227	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
228	Notary public
229	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
230	Permanent employee of: (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority; or (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part
231	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
232	Police officer
233	Registrar, or Deputy Registrar, of a court
234	Senior Executive Service employee of: (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority
235	Sheriff
236	Sheriff's officer
237	Teacher employed on a full-time basis at a school or tertiary education institution
238	Member of the Australasian Institute of Mining and Metallurgy



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

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