

## Nationally Coordinated Criminal History Check Identification requirements

### You must provide 4 items of identification, as follows:

- 1 from Commencement of identity documents
- 1 from Primary use in the community documents
- 2 from Secondary use in the community documents
- at least **1 of your 4** documents must include a recent photograph of you.
- all identification must be current (we cannot accept expired documents).
- if you provide identity documents in a former name, for example, in your 'maiden' name, you must provide evidence of the name change, in addition to your identity documents.

<p><b>Commencement of identity documents</b></p> <p>(a) Full <b>Australian birth certificate</b> (not an extract or birth card)</p> <p>(b) Current <b>Australian passport</b> (not expired)</p> <p>(c) <b>Australian visa</b> current at time of entry to Australia as a resident or tourist</p> <p>(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</p> <p>(e) <b>Certificate of identity</b> issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia</p> <p>(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</p> <p>(g) Certificate of <b>evidence of resident status</b></p> <p>(h) <b>Australian Citizenship Certificate</b></p>	<p><b>Primary use in the community documents</b></p> <p>(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</p> <p>(b) <b>Australian marriage certificate</b> issued by a state or territory (church or celebrant-issued certificates are not accepted)</p> <p>(c) Current <b>passport</b> issued by a country other than Australia with a valid entry stamp or visa</p> <p>(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)</p> <p>(e) Current <b>shooter's</b> or <b>firearm's licence</b> showing a signature and photo (not minor or junior permit or licence)</p>
<p><b>Secondary use in the community documents</b></p> <p>(a) <b>DFAT issued Certificate of identity</b></p> <p>(b) <b>DFAT issued Document of identity</b></p> <p>(c) <b>DFAT issued United Nations Convention travel document secondary</b></p> <p>(d) <b>Foreign government issued documents</b> (for example, driver's licence). Documents in languages other than English must be accompanied by a NAATI accredited translation</p> <p>(e) <b>Medicare card</b></p> <p>(f) <b>Enrolment with the Australian Electoral Commission</b></p> <p>(g) <b>Security Guard/Crowd Control photo licence</b></p> <p>(h) <b>Evidence of right to an Australian government benefit</b> (Centrelink)</p> <p>(i) <b>Consular photo identity card issued by DFAT</b></p> <p>(j) <b>Police Force Officer photo identity card</b></p> <p>(k) <b>Australian Defence Force photo identity card</b></p> <p>(l) <b>Commonwealth or state/territory government photo identity card</b> (this may take the form of a working with children or vulnerable people card or a government issued occupational licence)</p> <p>(m) <b>Aviation Security Identification Card (ASIC)</b></p> <p>(n) <b>Maritime Security Identity Card (MSIC)</b></p> <p>(o) <b>Credit reference check</b></p> <p>(p) <b>Australian tertiary photo identity document</b></p> <p>(q) <b>Australian secondary student photo identity document</b></p> <p>(r) Certified <b>academic transcript</b> from an Australian university</p> <p>(s) <b>Trusted referee's report</b></p> <p>(t) <b>Bank card or credit card or bank statement</b></p> <p>(u) <b>State/territory government rates assessment notice or Australian Taxation Office assessment notice</b></p> <p>(v) <b>Australian utility bill</b> showing name and address</p> <p>(w) <b>Australian Private Health Insurance Card</b></p> <p>(x) <b>Australian Trade Association card</b></p>	

### Screening Unit

Phone: (08) 9264 4477

Email: [screening@education.wa.edu.au](mailto:screening@education.wa.edu.au)

Website: <https://www.education.wa.edu.au/ncchc>