

## GUIDE TO THE NATIONAL POLICE CHECKING SERVICE NATIONALLY COORDINATED CRIMINAL HISTORY CHECK APPLICATION/ CONSENT FORM (V-0718)

The most notable change is that the previous 100 point check has been replaced with minimum proof of identity documents. These are:

- › one commencement of identity document
- › one primary use in the community document
- › two secondary use in the community documents.

Further information is provided below in Table A on Page 3.

Additionally the brigade is required to sight and record the following (if available):

- › Drivers Licence number and where it was issued by State/Territory/Country (if not Australia)
- › Firearms Licence Number and where it was issued by State/Territory/ Country (if not Australia)
- › Passport Number and where it was issued by Country

### How to verify an applicant's identity

The Australian Criminal Intelligence Commission (ACIC) has adopted the standards of the [National Identity Security Strategy](#), particularly with respect to the acceptability of proof of identity documents.

Under the Agreement, between the RFS and ACIC you must be satisfied as to the:

- a) Applicant's identity
- b) Link between the applicant and the claimed identity

To meet these obligations we have provided more information in this section to help you:

- › Request – the minimum proof of identity documents
- › Compare – the identity documents to the application
- › Confirm – the legitimacy of the claimed identity
- › Link – the applicant to the claimed identity

You must be fully satisfied as to the identity of the applicant by verifying the applicant's identity, and link those identity documents to the applicant.

If you are not satisfied with the identity of the applicant, or have concerns regarding the verification or linkage of identity documents, we recommend you request additional identity documents until you are satisfied as to the correctness of the applicants identity.

**Note:** Be aware of possible fraudulent activity relating to identity documents. The documents provided to you may have been falsified and contain personal information about a person who:

- does not exist
- is deceased
- is not the applicant.

If you suspect fraudulent documents have been provided, report your concerns including any evidence, to your local RFS District Office.

## Request the minimum proof of identity documents

There are three categories of identity documents and a list of the documents acceptable under each category is tabled further below.

You must request and sight the following identity documents from the applicant to meet the minimum proof of identity document requirements:

- › one commencement of identity document
- › one primary use in the community document
- › two secondary use in the community documents

An identity document must only be used once – and applicants must supply all four required documents from the three mandatory categories.

The combination of the identity documents collected must contain the applicant's:

- › full name
- › date of birth
- › photograph – on the commencement of identity document or the primary use in the community document

If a photograph is not provided on either the commencement of identity document or the primary use in the community document, a passport-style photograph certified by a person listed in Schedule 2 of the [Statutory Declarations Regulations 1993 \(Cth\)](#) (extract provided below Table B) can be accepted in addition to the four required documents.

Applicants are only required to provide identity documents for their primary name. They are not required to provide identity documents for previously known names.

**Note:** If an applicant provides identity documents using a former name, such as a maiden name, they must provide evidence of the name change **in addition** to the four identify documents

**TABLE A – List of minimum proof of identity documents**

Commencement of identity documents
<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 (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services</li> <li>(e) <b>certificate of identity</b> issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia</li> <li>(f) <b>document of identity</b> issued by DFAT</li> <li>(g) to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes</li> <li>(h) certificate of <b>evidence of resident status</b>.</li> </ul>
Primary use in the community documents
<ul style="list-style-type: none"> <li>(a) current <b>Australian drivers 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</li> <li>(e) current <b>shooters</b> or <b>firearms licence</b> showing a signature and photo (not minor or junior permit or licence)</li> <li>(f) for persons under 18 years of age with no other Primary Use in Community Documents, a current <b>student identification card</b> with a signature or photo.</li> </ul>
Secondary use in the community documents
<ul style="list-style-type: none"> <li>(a) <b>certificate of identity</b> issued by DFAT</li> <li>(b) <b>document of identity</b> issued by DFAT</li> <li>(c) <b>convention travel document secondary</b> (United Nations) issued by DFAT</li> <li>(d) <b>foreign government issued documents</b> (for example, drivers 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</b> or <b>crowd control photo licence</b></li> <li>(h) <b>evidence of right to an Australian government benefit</b> (Centrelink or Veterans' Affairs)</li> <li>(i) <b>consular photo identity card</b> issued by DFAT</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> <li>(m) <b>Aviation Security Identification Card</b></li> <li>(n) <b>Maritime Security Identification card</b></li> <li>(o) <b>credit reference check</b></li> <li>(p) <b>Australian tertiary student 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 referees report</b></li> <li>(t) <b>bank card</b></li> <li>(u) <b>credit card</b>.</li> </ul>

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

(regulation 4)

### 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: <ul style="list-style-type: none"> <li>(a) in a country or place outside Australia; and</li> <li>(b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i>; and</li> <li>(c) exercising his or her function in that place</li> </ul>
212	Employee of the Commonwealth who is: <ul style="list-style-type: none"> <li>(a) in a country or place outside Australia; and</li> <li>(b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i>; and</li> <li>(c) exercising his or her function in that place</li> </ul>
213	Fellow of the National Tax Accountants' Association
214	Finance company officer with 5 or more years of continuous service

**TABLE B – Extract from the *Statutory Declarations Regulations 1993***

<b>Item</b>	<b>Person</b>
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 Marriage Act 1961
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: <ul style="list-style-type: none"><li>(a) an officer; or</li><li>(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or</li><li>(c) a warrant officer within the meaning of that Act</li></ul>
225	Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
226	Member of: <ul style="list-style-type: none"><li>(a) the Parliament of the Commonwealth; or</li><li>(b) the Parliament of a State; or</li><li>(c) a Territory legislature; or</li><li>(d) a local government authority of a State or Territory</li></ul>
227	Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
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: <ul style="list-style-type: none"><li>(a) the Commonwealth or a Commonwealth authority; or</li><li>(b) a State or Territory or a State or Territory authority; or</li><li>(c) a local government authority;</li></ul> 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: <ul style="list-style-type: none"><li>(a) the Commonwealth or a Commonwealth authority; or</li><li>(b) a State or Territory or a State or Territory authority</li></ul>
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