

# Proof of Identity Form – Working with Children Check

|   |                               |                                 |                                  |
|---|-------------------------------|---------------------------------|----------------------------------|
| <b>Important notice</b>   |                               |                                 |                                  |
| This form must only to be completed by, or on behalf of, a NSW authorised carer* or an adult household member of a NSW authorised carer who lives interstate, or an incapacitated** adult household member who resides in the home where home based education and care services or family day cares services are provided. You MUST enclose the relevant proof of identity documents. |                               |                                 |                                  |
| <b>APPLICANT INFORMATION</b>  |                               |                                 |                                  |
| Application Number APP  | Date applied                  | Mr/Mrs/Miss/Ms                  |                                  |
| Last Name   | First Name                    | Middle Name                     |                                  |
| Alias Name/s  |                               |                                 |                                  |
| Street Name   |                               | House/Unit No                   |                                  |
| Suburb  | State                         | Post Code                       |                                  |
| Phone   | E-mail Address                |                                 |                                  |
| Date of Birth   | <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Unknown |
| <b>TICK THE RELEVANT BOX BELOW</b>  |                               |                                 |                                  |
| <input type="checkbox"/> I am a NSW Authorised Carer* and I live interstate   |                               |                                 |                                  |
| <input type="checkbox"/> I am an adult household member who resides in the home of an NSW Authorised Carer, and I live interstate   |                               |                                 |                                  |
| <input type="checkbox"/> I am an incapacitated adult household member**   |                               |                                 |                                  |
| <b>PREVIOUS ADDRESSES</b>   |                               |                                 |                                  |
| Street Address  |                               | House/Unit No                   |                                  |
| State   | Post code                     | From                            | To                               |
| Street Address  |                               | House/Unit No                   |                                  |
| State   | Post code                     | From                            | To                               |
| <b>CONSENT AND DECLARATION OF THE APPLICANT</b>   |                               |                                 |                                  |
| I certify that the answers I have given are true and complete to the best of my knowledge and that the documents provided are certified copies in accordance with the <i>Statutory Declarations Regulation 1993</i> .   |                               |                                 |                                  |
| I acknowledge that this information is provided to allow the Office of the Children’s Guardian to process a Working With Children Check Application, indicated in the APP number above. I confirm my understanding and acceptance of the consent.   |                               |                                 |                                  |
| Signature   |                               | Date                            |                                  |
| <b>COMPLETE THIS SECTION IF A PERSON IS COMPLETING THE FORM ON BEHALF OF THE APPLICANT</b>  |                               |                                 |                                  |
| Full Name   |                               | Relationship                    |                                  |
| Company   |                               | Phone ( )                       |                                  |
| Address   |                               |                                 |                                  |
| Signature   |                               | Date                            |                                  |

\* authorised carer under Chapter 8 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).

\*\* Incapacitated adult household member who resides at the home of a NSW Authorised Carer or where a home based education and care service or family day care service is provided and is incapable of attending a NSW Motor Registry or Government Access Centre which is supported with a valid medical certificate.



## WHAT PROOF OF IDENTITY DOCUMENTS DO YOU NEED TO PROVIDE?

You will need to provide a total of four (4) proof of identity documents:

- One (1) commencement of identity document (such as birth certificate)
- One (1) primary use in the community document (such as driver licence)
- Two (2) secondary use in community document (such as Medicare card and bank card)

The combination of the identity documents collected must contain the your:

- First name and surname in full
- Date of birth
- Photograph

Proof of identity documents must be certified true copies. A certified copy means a document has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulation 1993 (Cth) – refer to <https://www.legislation.gov.au/Details/F2006C00248>. **DO NOT SEND ORIGINAL DOCUMENTS.**

### COMMENCEMENT OF IDENTITY DOCUMENTS – Provide 1 of the below

- Full Australian birth certificate (not an extract or birth card)
- Current Australian passport (not expired)
- Australian Visa current at the time of entry to Australia as a resident or tourist supported by current overseas passport
- Current 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 enrol in services
- Current certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- Current document of identity issued by DFAT to Australian citizens or people who have the nationality of a Commonwealth country for travel purposes.
- An Australian naturalisation or citizenship document (including Citizenship by Descent) issued by the Department of immigration and Border Protection.

### PRIMARY USE IN THE COMMUNITY DOCUMENTS – Provide 1 of the below

- 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
- Current passport issued by a country other than Australia supported by your current Australian visa document
- 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
- Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)

### SECONDARY USE IN THE COMMUNITY DOCUMENTS – Provide 2 of the below

- Current Medicare card
- Current security guard or crowd control photo licence
- Evidence of current right to an Australian government benefit (Centrelink or Veterans' Affairs). Card or interim letter are suitable evidence, statements will not be accepted.
- Current consular photo identity card issued by DFAT
- Current photo identity card issued by the Australian Defence Force
- Current Police force ID card issued to an officer by a police force
- Current Australian tertiary or secondary student photo identity document (if it does not have an expiry date and has only issue date, accepted up to 2 years from the date of issue)
- Academic transcript from an Australian university up to 12 months from date of issue
- Current credit or account card issued by a bank, building society, credit union, American Express or Diners Club International displaying the applicant's name and signature
- State/territory government rates assessment notice up to 12 months old
- Australian Utility bill showing the applicant's name and address up to 12 months old
- Bank statement or letter up to 12 months old, issued by a bank, building society, credit union, American Express or Diners Club International including the applicant's family name and first name in full, account number or account type, and financial institute letterhead or financial institute branch stamp.

**FOR MORE INFORMATION ON PROOF OF IDENTITY, VISIT OUR WEBSITE**

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/applicant/proof-of-identity>