

Date Issued: 12 April 2010

Proof of Identity Documents

The Teachers Registration Board utilises a 100 Point Identification Check to establish proof of identity based on Form 201 from the *Financial Transactions Reports Act 1988*.

Primary Documents

One of the following primary documents (70 points) must be provided, as indicated on the Criminal Record Check Consent Form:

- Birth Certificate (not extract)
- Citizenship Certificate
- International Travel Document
 - o current passport;
 - o expired passport which has not been cancelled and was current within the preceding 2 years;
 - o other document of identity having the same characteristics of a passport (e.g. this may include some diplomatic documents and some documents issued to refugees).

Secondary Documents

One of the following secondary documents (40 points) may be provided, as indicated on the Criminal Record Check Consent Form:

- A licence or permit issued under a law of the Commonwealth, a State or Territory (e.g. an Australian driver's licence)
- An identification card issued to a public employee
- An identification card issued by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit
- An identification card issued to a student at a tertiary education institution

The following information indicates other documents that can be used as *secondary evidence* if any of the suggested secondary documents (as indicated above and on the National Criminal History Record Check Consent Form) are unavailable.

40 points documents – other secondary evidence

- NAME of teacher verified from a written reference from one of the following, signed by both the person giving it and the teacher:
 - o Another financial body certifying that the teacher is a known customer
 - o Another customer who has been verified as a signatory by the cash dealer
- Note: Customer must be known for at least 12 months by any of the above

35 point documents

- NAME and ADDRESS of teacher verified from any of the following:
 - o A document held by the cash dealer giving security over the teacher's property
 - o A mortgage or other instrument of security held by another financial body
 - o A current employer, or a previous employer within the last 2 years
 - o A rating authority (e.g. land rates)
 - o The Credit Reference Association of Australia (subject to the *Privacy Act 1988*)
 - o Land Titles Office Records

25 point document

- NAME of teacher verified from any other secondary identification document relating to the teacher, e.g. marriage certificate (for maiden name only), credit card, council rates notices, telephone account, foreign driver's licence, Medicare card, etc.
Note: More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if MasterCard and Visa Card issued from the same financial institution, only one may be counted.
- NAME and ADDRESS of the teacher verified from any of the following:
 - o The electoral roll compiled by the Australian Electoral Commission and available for public scrutiny
 - o An acceptable referee (refer to the [Acceptable Referee document](#))
 - o The owner, landlord, or a real estate agent acting as managing agent of the premises, if the teacher lives or carries on business in rented accommodation
 - o The records of a public utility
 - o The records of another financial body of which the teacher is a known customer
 - o A record held under a law other than a law relating to land titles