

# Proof of Identity Documents

## New Applicants

### Identity requirements for teacher registration

You must include a certified copy of both your full Birth Certificate and a document containing photographic identification (i.e. a passport or driver's licence). You are also required to include certified copies of all name changes (e.g. marriage certificate, decree nisi or deed poll). You will need additional documents to satisfy the Nationally Coordinated Criminal History Check minimum identity requirements (see below) however you may also use the above documents to meet part of those ID requirements.

### Identity requirements for the Nationally Coordinated Criminal History Record Check

You must provide **four** documents with your completed form to confirm your identity:

- select **one** from *Commencement documents* (see overleaf) to confirm your birth in Australia or arrival in Australia
- select **one** from *Primary documents* and **two** from *Secondary documents* (see overleaf) to show the use of your identity in the community.

The TRB will use these documents to verify your identity against the personal information you provide on your application and Informed Consent Form. The personal information contained in the identity documents you provide will be used to conduct a nationally coordinated criminal history check.

The documentation you provide must include evidence of your full name and date of birth. At least one of the commencement or primary documents provided must include a photograph of you. All photographs contained within your identity documents must be verified by a Justice of the



Peace as being a photograph of you. In addition, all identity documents must be certified by the same Justice of the Peace as being a true and correct copy of the original.

If your commencement and primary documents do not include a photograph you must submit a passport-style photograph verified as being a photograph of you by the same Justice of the Peace certifying your identity documents.

### Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory or a decree nisi, in addition to your four identity documents. Church or celebrant-issued certificates are not accepted.

### Special provisions for proof of identity

ACIC and the TRB recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact the TRB so we can assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

## Commencement documents

- 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 resident or tourist
- d. ImmiCard issued by the Department of Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services
- e. Certificate of Identity issued by the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- f. document of identity issued by the Department of Foreign Affairs and Trade to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes
- g. certificate of evidence of resident status

## Primary documents

- a. current Australian driver's licence, learner permit or provisional licence issued by a state or territory, showing 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 your name with photo and signature
- e. current shooter or firearm licence showing signature and photo (not minor or junior permit or licence)

## Secondary documents

- a. certificate of identity issued by the Department of Foreign Affairs and Trade
- b. document of identity issued by the Department of Foreign Affairs and Trade
- c. convention travel document secondary (United Nations) issued by the Department of 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 a government benefit (Centrelink or Veterans Affairs)
- i. consular photo identity card issued by the Department of Foreign Affairs and Trade
- j. photo identity card issued to an officer by a police force
- 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 Identification card
- o. Australian tertiary student photo identity document
- p. certified academic transcript from an Australian university