

Identification of Applicant

Introduced: January 1999

Reviewed: V8.0 2015; V9.0 2017; V10.0 2019 Version: V11.0 May 2022

Preferred applicants must provide documentation that supports their true identity. To ensure that applicants identify themselves appropriately they, should provide <u>ONE</u> document from each of the following two lists.

List 1

- Full birth certificate (showing parental details).
- An Australian passport or document of identity issued by the Australian passport office that expired within the last two years.
- A current overseas passport.
- An Australian naturalisation or citizenship document or immigration papers issued by the commonwealth department of immigration and multicultural affairs.
- A current driver photo license issued within Australia.
- A current consular photo identity card issued by the department of foreign affairs and trade.

List 2

- A current Medicare card, Pensioner Concession Card, Department of Veterans' Affairs entitlement card or any other current entitlement card issued by the Commonwealth Government.
- A current credit card, or account card from a bank, building society or credit union, or a passbook or account statement up to one year old.
- A telephone, gas or electricity bill up to one year old.
- A water rates notice, council rates or land valuation notice up to two years old.
- An electoral enrolment card or other evidence of enrolment up to two years old.
- An armed services discharge document up to two years old.
- A current student identity card, or a certificate or statement of enrolment up to two years old from an educational institution.

All documents should be originals. Photocopies are not considered acceptable. At least one of the documents should show the applicant's signature and preferably their current address.

Where it is not possible for a person to provide a document from both lists, consideration may be given to alternative proof of identification methods such as a tax file number, reference from a person of appropriate standing in the community or other acceptable documentation.