

Standard Proof of Identity Documents

When completing your NDIS Worker Screening Check application, appropriate identification documents must be provided for your application to be processed.

- Applicants must supply a total of four identity documents from the three categories below. A document can only be used once, across the three categories.
- The combination of identity documents must contain the applicants full name, date of birth and a photograph.
- If identity documents are in a former name, such as a maiden name, the applicant must provide evidence of the name change (such as change of name certificate issued by the Australian Registry of Births, Deaths and Marriages) in addition to the four documents.

CATEGORY ONE: Commencement of Identity Document (provide one)	• Full Australian Birth Certificate (not an extract or birth card)
	• Current Australian Passport
	• Valid Australian Visa current at time of entry to Australia as resident or tourist (supported by a foreign passport)
	• ImmiCard issued by the Department of Home Affairs
	• Australian Citizenship Certificate

CATEGORY TWO: Primary Use in the Community Document (provide one)	• Current Australian Driver's Licence, Learner permit or Provisional Licence issued by a State or Territory, showing signature and/or photo
	• Current Australian Passport
	• Current passport issued by a country other than Australia with a valid visa or valid entry stamp or equivalent
	• Current Proof of Age or photo identity card issued by an Australian Commonwealth government agency in your name with photo and signature
	For persons aged under 18 with no other Primary Use in the Community Documents, a current student identification card with photo or signature.

**CATEGORY THREE:
Secondary Use in the
Community Document
(provide two)**

- Department of Foreign Affairs and Trade (DFAT) issued Certificate of Identity
- DFAT issued Document of Identity
- DFAT issued United Nations Convention Travel Document Secondary
- Foreign government issued documents (e.g. driver licences, citizenship card)
- Medicare Card
- Enrolment with the Australian Electoral Commission
- Security Guard/Crowd Control photo licence
- Evidence of right to a government benefit (Veterans' Affairs or Centrelink)
- Consular photo identity card issued by DFAT
- Police Force Officer photo identity card
- Australian Defence Force photo identity card
- Commonwealth or state/territory government photo identity card (this may take the form of a Working with Children or Working with Vulnerable People Card or a government issued occupational licence)
- Aviation Security Identification Card
- Maritime Security Identification Card
- Credit reference check
- Certified academic transcript from an Australian university or a registered higher education provider
- Trusted referees report
- Bank card, credit card (without recording the payment card number/s)
- Australian Tax Office tax file number letter or tax notice of assessment letter
- Firearm Licence
- Australian secondary or tertiary student photo card

You may need to renew or obtain relevant documentation to meet the identity requirements.

- For information on how to obtain a [VEVO Check](#), contact the Department of Home Affairs on 131 881.
- Information on obtaining certificates can be found by visiting [Births, Deaths and Marriages Registry Offices](#).
- If none of your identity documents contain your photograph, you can obtain a [Government Issued Photo or Proof of age card](#).