



NATIONAL POLICE HISTORY CHECK

Identity document requirements

IMPORTANT THINGS TO NOTE

An ID document must only be used **once**. you must supply **THREE** identity documents, one from each of the following categories.

- Category 1: Commencement of Identity Document
- Category 2: Primary Use in the Community Document
- Category 3: Secondary Use in the Community Documents

You are **only** required to provide identity documents for your primary/current name. You are **not** required to provide identity documents for previously known names. If you provide ID documents using a former name, such as maiden name, you must provide evidence of the name change in addition to the three documents.

CATEGORY 1: COMMENCEMENT OF IDENTITY DOCUMENTS.

You must supply **one** document from this category:

- (a) full Australian birth certificate (not an extract or birth card);
- (b) Australian passport (current or not expired for more than 3 years); or
- (c) Immigration record or document, including:
 - a. an Australian Citizenship Certificate;
 - b. an Australian visa (supported by a foreign passport, which is needed for verification); and
 - c. an ImmiCard issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia;

CATEGORY 2: PRIMARY USE IN THE COMMUNITY DOCUMENTS.

You must supply **one** document from this category:

- a) current Australian passport, including Ordinary, Frequent traveller, Diplomatic, Official and Emergency (current or not expired for more than 3 years);
- b) an Australian driver licence, learner permit or provisional licence issued by a State or Territory, showing signature and/or photo;
- c) ImmiCard issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia;
- d) Foreign passport issued by a country other than Australia with a valid visa or valid entry stamp or equivalent;



- e) a proof of age or photo identity card issued by an Australian government agency which shows the name, date of birth, photo and signature of the individual; or
- f) for persons aged under 18 years with no other primary use in community documents, a student identity document issued by an Australian secondary school. TAFE, university, registered training organisation or State government agency only.

CATEGORY 3: SECONDARY USE IN THE COMMUNITY DOCUMENTS

You must supply **one** document from this category:

- a) DFAT issued Certificate of Identity;
- b) DFAT issued Document of Identity;
- c) DFAT issued United Nations Convention Travel Document Secondary;
- d) Foreign government issued identity documents (e.g. driver's licence). Documents in languages other than English must be accompanied by a NAATI accredited translation;
- e) Medicare card;
- f) Proof of electoral enrolment with the Australian Electoral Commission;
- g) Australian Security Guard/Crowd Control photo licence;
- h) Evidence of right to a government benefit (DVA or Centrelink);
- i) Consular photo identity card issued by DFAT;
- j) Australian Police Force Officer photo identity card;
- k) Australian Defence Force photo identity card;
- l) Commonwealth or state/territory government photo identity card (this may take the form of a working with children or vulnerable people card or a government issued occupational licence);
- m) Australian Aviation security identification card;
- n) Australian Maritime security identification card;
- o) Australian Firearms licence;
- p) Credit reference check issued by a credit provider;
- q) Australian secondary or tertiary student photo identity document issued by an Australian secondary school. TAFE, university or registered training organisation;
- r) Certified academic transcript from an Australian secondary school, TAFE, university or registered training organisation;
- s) Trusted referees report;
- t) Bank card, credit card (without recording the payment card number/s) issued by a bank, credit union or building society. The Applicant's signature must be on the card. Documents from foreign banks or institutions are not accepted; or
- u) Tax File Number issued by the Australian Taxation Office.

HOW TO PROVIDE DOCUMENTS

Prepare electronic images of your three documents before you start the application. Upload the documents into the secure portal. If you have any questions or difficulties, please email support@crimcheck.org.au for further assistance.



LINKS

Apply for a police check using these links.

City on a Hill Wollongong, Ballarat, Brisbane and Gold Coast

- crimcheck.org.au/check/cityonahill

City on a Hill Geelong, Whittington, Surf Coast, Melbourne West, Melbourne East, Craigieburn, Foothills and Melbourne:

- crimcheck.org.au/check/cityonahillAAC

NEW ZEALAND CITIZENS

By searching for the website VEVO ('Visa Entitlement Verification Online'), New Zealand citizens may use the details on their New Zealand passport to generate a statement of their residency status in PDF form. This statement can be used as proof of entitlement to an Australian Visa within the Commencement Identity category.

First go to the *VEVO Request for Reference Number Form* at <https://immi.homeaffairs.gov.au/help-support/departmental-forms/online-forms/vevo-request-for-reference-number-form> to obtain your Transaction Reference Number

Once you have your Transaction Reference Number, then use this link to complete your VEVO statement:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online/visa-holders>

In cases where the applicant arrived in Australia before the automated arrangements above, they can apply for a special circumstances visa through the Department of Foreign Affairs and Trade instead.