



# NATIONAL POLICE HISTORY CHECK

## Identity document requirements

### IMPORTANT THINGS TO NOTE

An ID document must only be used **once** – you must supply **FOUR** identity documents from the following three mandatory categories.

- Category 1: ONE Commencement of Identity Document
- Category 2: ONE Primary Use in the Community Document
- Category 3: TWO 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 four documents.

### COMMENCEMENT OF IDENTITY DOCUMENTS.

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

- (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 a resident or tourist
- (d) ImmiCard issued by Department of Home Affairs (previously 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 Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- (f) document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (g) certificate of evidence of resident status.

### PRIMARY USE IN THE COMMUNITY DOCUMENTS.

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

- (a) current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a 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 the name of the applicant, with a signature and photo



- (e) current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- (f) for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

## SECONDARY USE IN THE COMMUNITY DOCUMENTS

You must supply **two** documents from this category:

- (a) certificate of identity issued by DFAT
- (b) document of identity issued by DFAT
- (c) convention travel document secondary (United Nations) issued by DFAT
- (d) foreign government issued documents (for example, drivers licence)
- (e) Medicare card
- (f) enrolment with the Australian Electoral Commission
- (g) security guard or crowd control photo licence
- (h) evidence of right to an Australian government benefit (Centrelink or Veterans™ Affairs)
- (i) consular photo identity card issued by DFAT
- (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 (eg Working With Children Check, QLD Blue Card)
- (m) Aviation Security Identification Card
- (n) Maritime Security Identification card
- (o) credit reference check
- (p) Australian tertiary student photo identity document
- (q) Australian secondary student photo identity document
- (r) certified academic transcript from an Australian university
- (s) trusted referees report
- (t) bank card
- (u) credit card.

## HOW TO PROVIDE DOCUMENTS

Prepare electronic images of your four documents before you start the application. Upload the documents into the secure portal. If you have any questions or difficulties, please email [support@crimcheck.com.au](mailto:support@crimcheck.com.au) for further assistance.

## LINKS

City on a Hill Geelong, Whittington, Surf Coast, West, East and Melbourne: [crimcheck.org.au/check/cityonahill](https://crimcheck.org.au/check/cityonahill)  
City on a Hill Wollongong, Brisbane, Gold Coast: [crimcheck.org.au/check/cityonahillAAC](https://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.