

WORKING WITH CHILDREN CHECK

Proof of identity form



Important notice

This form must only be completed by, or on behalf of, a NSW authorised carer* or an adult household member of a NSW authorised carer who lives interstate, or an incapacitated** adult household member who resides in the home where home based education and care services or family day cares services are provided. You MUST enclose the relevant proof of identity documents.

APPLICANT INFORMATION

Application Number APP	Date applied	Mr/Mrs/Miss/Ms	
Last Name	First Name	Middle Name	
Former Last Name	First Name	Middle Name	
Street Address	House/Unit No		
Suburb	State	Post Code	
Phone	E-mail Address		
Date of Birth	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown

Tick the relevant box below

I am a NSW Authorised Carer* and I live interstate

I am an adult household member who resides in the home of an NSW Authorised Carer, and I live interstate

I am an incapacitated adult household member**

PREVIOUS ADDRESSES

Street Address	House/Unit No
State Post code	From To
Street Address	House/Unit No
State Post code	From To

CONSENT AND DECLARATION OF THE APPLICANT

I certify that the answers I have given are true and complete to the best of my knowledge and that the documents provided are certified copies in accordance with the *Statutory Declarations Regulation 1993*.

I acknowledge that this information is provided to allow the Office of the Children's Guardian to process a Working With Children Check Application, indicated in the APP number above. I confirm my understanding and acceptance of the consent.

Signature

Date

COMPLETE THIS SECTION IF A PERSON IS COMPLETING THE FORM ON BEHALF OF THE APPLICANT

Full Name	Relationship
Company	Phone ()
Address	
Signature	Date

* authorised carer under Chapter 8 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).

** Incapacitated adult household member who resides at the home of a NSW Authorised Carer or where a home based education and care service or family day care service is provided and is incapable of attending a NSW Motor Registry or Government Access Centre which is supported with a valid medical certificate.

RELEVANT PROOF OF IDENTITY DOCUMENTS

You must provide proof of your identity documents with this form that are greater than or equal to 100 points of identity, as listed below. **DO NOT SEND ORIGINAL DOCUMENTS.** Proof of identity documents must be certified true copies. A certified copy means a document has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulation 1993 (Cth) and is available from <http://www.comlaw.gov.au> and search for "Statutory Declarations Regulation 1993".

The combination of documents supplied should, as a minimum, evidence your full name and date of birth. If you have changed your name you must provide evidence of your name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and divorce papers issued by the Family Court. These documents must be certified true copies and they **DO NOT** count towards the 100-points.

Document Type	Document - 100 points must include ONE Primary Document , or at least One Secondary document which must contain a photograph	Points Value	Points Scored
Only One Form of identification accepted from this category	PRIMARY <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Australian Passport (current, or expired within the two previous years but not cancelled) <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> International Passport (current, or expired within the two previous years but not cancelled) <input type="checkbox"/> Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)	70	<input type="text"/>
Your initial Secondary Documents will score 40 Points, any additional documents will be awarded 25 points each	SECONDARY <input type="checkbox"/> Current Licence or Permit (Government issued) <input type="checkbox"/> Teachers registration card <input type="checkbox"/> ASIC/MSIC Card <input type="checkbox"/> Public Employee Photo ID Card (Government issued) <input type="checkbox"/> Department of Veterans' Affairs Card <input type="checkbox"/> Centrelink Pensioner Concession Card or Health Care Card <input type="checkbox"/> Current Tertiary Education Institution photo ID <input type="checkbox"/> Reference from a Doctor (Must have known the applicant for a period of at least 12 months)	40 or 25	<input type="text"/>
	<input type="checkbox"/> Foreign/International Driver's Licence <input type="checkbox"/> Proof of Age card (Government Issued) <input type="checkbox"/> Medicare Card/Private Health Care Card <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Property Lease/Rental Agreement <input type="checkbox"/> Property Insurance Papers <input type="checkbox"/> Tax Declaration <input type="checkbox"/> Superannuation Statement <input type="checkbox"/> Seniors Card <input type="checkbox"/> Electoral Roll Registration <input type="checkbox"/> Motor Vehicle Registration or Insurance Documents <input type="checkbox"/> Professional or Trade Association Card	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<input type="checkbox"/> Utility Bills (e.g. telephone, gas, electric, water) <input type="checkbox"/> Credit/debit card <input type="checkbox"/> Bank Statement/Passbook	25	<input type="text"/>
The Full 100 point Check is required when an applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100	<input type="text"/>
Aboriginal person or Torres Strait Islander resident in a remote area/community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as "Community Leaders" of the community to which the applicant belongs	100	<input type="text"/>
Total Points Scored	Must be equal to or greater than 100 points	Total	<input type="text"/>