



# 100 Points of Identification Guidelines

## 1.100 Points of Identification Documents

At least one identity document supplied must contain a **color** photograph.

### 1.1 Primary Documents

POINT VALUE	<u>ONE</u> DOCUMENT MAY BE SUPPLIED FROM THE FOLLOWING ( <u>NO</u> ADDITIONAL POINTS FOR MULTIPLE DOCUMENTS)
70 points	<ul style="list-style-type: none"><li>• Birth Certificate; or</li><li>• Citizenship Certificate; or</li><li>• Current Passport; or</li><li>• Expired Passport, which has not been cancelled and was current within the preceding two years; or</li><li>• Other document having the same characteristics as a passport, including diplomatic documents and certain documents issued to refugees.</li></ul>

### 1.2 Secondary Documents

POINT VALUE	<u>ONLY ONE</u> DOCUMENT FROM <u>EACH CATEGORY</u> MAY BE USED FOR THE REMAINING 30 POINTS THAT ARE REQUIRED TO ESTABLISH IDENTITY
40 points	<b>Document - must have a photograph and a name</b> <ul style="list-style-type: none"><li>• Driver's License issued by a Federal, State or Territory; or</li><li>• License or permit issued under a law of a Federal, State or Territory Government - (e.g. a boat license); or</li><li>• Identification card issued to a public employee; or</li><li>• Identification card issued by a Federal, State or Territory Government as evidence of the person's entitlement to a financial benefit; or</li><li>• An identification card issued to a student at a tertiary institution.</li></ul>
35 points	<b>Document - must have a name and address</b> <ul style="list-style-type: none"><li>• A document held by a cash dealer giving security over your property; or</li><li>• A mortgage or other instrument of security held by a financial body; or</li><li>• Document from your current employer or previous employer within the last 2 years; or</li><li>• Land Titles Office record; or</li><li>• Document from a Credit Reference Association.</li></ul>

25 points	<b>Document - must have a name and signature</b> <ul style="list-style-type: none"> <li>• Marriage certificate (for maiden name only); or</li> <li>• Credit Card; or</li> <li>• Foreign Driver's Licence; or</li> <li>• Medicare Card (signature not required on Medicare Card); or</li> <li>• EFTPOS Card.</li> </ul>
25 points	<b>Document - must have a name and address</b> <ul style="list-style-type: none"> <li>• Electoral Roll compiled by an Electoral Commission and available for public scrutiny; or</li> <li>• Records of public utility - phone, water, gas, electricity bill; or</li> <li>• Records of a financial institution; or</li> <li>• A record held under a law other than a law relating to land titles; or</li> <li>• Council rates notice.</li> </ul>
25 points	<b>Document - must have a name and address</b> <ul style="list-style-type: none"> <li>• Rent/Lease agreement; or</li> <li>• Rent receipt from a licensed real estate agent.</li> </ul>
25 points	<b>Document - must have a name and date of birth</b> <ul style="list-style-type: none"> <li>• Record of a primary, secondary or tertiary educational institution attended by you within the last 10 years; or</li> <li>• Record of professional or trade association of which you are a member.</li> </ul>

## 2. Persons Authorised to Certify 100 Points of Identification Documentation

Copies of all documents must be legible and any photograph must be **color** and clearly identifiable. Certification must be on the front of the photocopied document, not the reverse, unless it would render the photocopy illegible.

Below is a list of persons who are authorized to certify photocopies the 100 points of identification documents. The person certifying the document must note that it is *a true copy of the original document, which I have sighted* and print their name, the date and qualification that enables them to certify the document, in addition to signing their declaration.

### 2.1 Members of Certain Professions

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Veterinary Surgeon
- Police Officer
- Registrar, or Deputy Registrar, of a Court
- Sheriff
- Sheriff's Officer
- Teacher employed on a full-time basis at a school or Tertiary Education Institution

## 2.2 Other Persons

- Agent of a postal corporation who is in charge of an office
- A consular officer or diplomatic officer
- Bailiff
- Bank Officer with 5 or more years of continuous service
- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Court
- Civil Marriage Celebrant
- Clerk of a court
- Commissioner of Affidavits
- Commissioner of Declarations
- Credit Union Officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of a Defense Force who is:
  - An officer; or
  - A non-commissioned officer with 5 or more years of continuous service
- Member of an institute of chartered accountants
- Member of the Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers
- Member of:
  - Parliament or Congress;
  - Parliament or Legislature a state;
  - A Territory legislature; or
  - A Local Government Authority of a State or Territory.
- Minister of a registered religion
- Notary Public
- Permanent employee, with 5 or more continuous years of service of any of the following:
  - The Commonwealth or Federal authority;
  - A state or Territory or of a state or Territory Authority; or
  - A Local Government Authority.