Proof of Identity

WWCBC Employer Guidelines

The following lists set out the value of each document according to the 100 point check:

70 points
Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):
• Birth Certificate
• Birth Card issued by the NSW Registry of Births, Deaths and Marriages
• Citizenship Certificate
• Current Australian passport
• Expired Australian passport which has not been cancelled and was current within the preceding 2 years
• Current passport from another country or diplomatic documents.

40 points
Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):
• Current driver photo licence issued by an Australian state or territory
• Identification card issued to a public employee
• Identification card issued by the Australian or any state government as evidence of a person’s entitlement to a financial benefit
• Identification card issued to a student at a tertiary education institution.

35 points
Name and address of preferred applicant verified from any of the following (more than one document can be counted):
• Document held by a cash dealer giving security over property
• A mortgage or other instrument of security held by a financial body
• Council rates notice
• Document from current employer or previous employer within the last two years
• Land Titles Office record
• Document from the Credit Reference Association of Australia.

25 points
Name of preferred applicant verified from any of the following (more than one document can be counted):
• Current credit card or account card from a bank, building society or credit union
• Local council rates notices
• Current telephone, water, gas or electricity bill
• Foreign driver’s licence
• Medicare Card
• Electoral roll compiled by the Australian Electoral Commission
• Lease/rent agreement
• Current rent receipt from a licensed real estate agent
• Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
• Records of a professional or trade association of which the applicant is a member.

At least one of the documents should show the applicant’s signature and preferably their current address.

All original documents must be sighted and certified by relevant personnel. Certification from a Justice of the Peace is also acceptable.

The suitable wording for certification of the copy would be “I certify this is a true and unaltered copy of the original”. The certification statement is written on the copy and then signed by the officer verifying the certification, printing their name and position.