

Appendix 1.6

100 Point Identification Check

Instructions

- (a) The 100 point identification check **must** be completed and checked against the applicant’s completed *NSW Health Applicant Declaration & Employment Screening Consent for Child Related Employment form* or *NSW Health National Criminal Record Check Consent Form* prior to lodgement of a Working With Children Check or National Criminal Record Check or Aged Care Check*.
- (b) Employers are required to sight **original** identifying documents, as listed on page 2, and ensure that an appropriately delegated officer checks the details and completes the record of identifying documents below. There is no requirement for the employer to retain copies of the identifying documents.
- (c) Identification **must** be current and **must** include at least one type of photographic ID and identification that contains a signature and date of birth. Passport and/or Driver’s License are preferred.
- (d) The point score of documents produced must total at least 100 points (refer to page 2).
- (e) **The applicant must provide evidence of ability to work in Australia: If their documents do not include an Australian or New Zealand passport or an Australian birth or citizenship certificate, an appropriate visa or work permit allowing the person to work in Australia must be sighted.**

Applicant’s Full Name: _____

Mandatory record of identifying documents sighted:						
Description of document	Full name on document	Date issued	Place/ Office of issue/ issuing organisation	Expiry date	Checked Against Consent Form *	Points
Mandatory record of document sighted that confirm person’s ability to work in Australia						
Total points						

I have checked the details provided above against the applicant’s signed consent form for employment screening (as required at point (a) above) and confirm:

1. The names in the ID documents are included in the consent form, and
2. Any reference numbers for document detailed in the consent form match those I have sighted today, and
3. The applicant has provided evidence that they are allowed to work in Australia (as required at point (e) above).

I have also confirmed with the applicant that all aliases/former/middle names are included in the consent form. (Note: Failure to include all names may warrant the check invalid).

Name: _____

Position: _____

Signature: _____ Date: _____

Appendix 1.6 cont

DOCUMENTS	POINTS
<p>Verify the name of the preferred applicant using one of:</p> <ul style="list-style-type: none"> - 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 	70
<p>Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):</p> <ul style="list-style-type: none"> - 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. - Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: <ul style="list-style-type: none"> - A financial body certifying that the applicant is a known customer. - An acceptable referee under AUSTRAC Guideline No. 3 (www.austrac.gov.au/files/guideline_3.pdf) 	40
<p>Verify name and address of preferred applicant from one or more of these:</p> <ul style="list-style-type: none"> - 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. 	35
<p>Verify name of preferred applicant from one or more of these:</p> <ul style="list-style-type: none"> - Current credit card or account card from a bank, building society or credit union - 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. 	25

NOTES:
This 100 point identification is adapted to accord with the Commonwealth *Financial Transaction Reports Act 1988* as required by the CrimTrac Agency and NSW Commission for Children and Young People – Working with Children Check Guidelines February 2010

If an applicant is unable to provide documents to meet the identification requirements due to their personal circumstances or special needs, the employer must contact the Department of Health's Workplace Relations and Management, Employment Screening Unit for further advice.