

## Proof of Identity

(100 Point Check)

### *Financial Transaction Reports Act 1988 (Cth)*

For the University to establish an individual's identity, the individual must provide certified true copies of original documents from the following list that add up to a minimum of 100 points. Original documents may also be sighted by University staff. You should provide one primary document and sufficient secondary documents to achieve 100 points.

Only one primary document can be relied upon to prove identity and only one current credit card or account card issued from the same financial institution can be used for identification.

At least one of the documents should show an individual's signature and his/her current address.

Document type and point value	Document details
<b>Primary documents</b>  <b>70 points</b>	<b>Document</b> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Birth card issued by the New South Wales Registry of Births, Deaths and Marriages</li> <li>• Citizenship certificate</li> <li>• Current passport</li> <li>• Expired passport which has not been cancelled and was current within the preceding two years</li> <li>• Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees</li> </ul>
<b>Secondary documents</b>  <b>40 points</b>	<b>Document - Must have a photograph and a name</b> <ul style="list-style-type: none"> <li>• Driver's licence issued by an Australian State or Territory</li> <li>• Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence)</li> <li>• Identification card issued to a public employee</li> <li>• Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit</li> <li>• An identification card issued to a student at a tertiary education institution</li> </ul>
<b>35 points</b>	<b>Document - Must have name and address on</b> <ul style="list-style-type: none"> <li>• A document held by a cash dealer giving security over your property</li> <li>• A mortgage or other instrument of security held by a financial body</li> <li>• Council rates notice</li> <li>• Document from your current employer or previous employer within the last two years</li> <li>• Land Titles Office record</li> </ul>

Document type and point value	Document details
25 points	<ul style="list-style-type: none"> <li>Document from the Credit Reference Association of Australia</li> </ul> <p><b>Document - Must have name and signature on</b></p> <ul style="list-style-type: none"> <li>Marriage certificate (for maiden name only)</li> <li>Credit card</li> <li>Foreign driver licence</li> <li>Medicare card (signature not required on Medicare card)</li> <li>EFTPOS card</li> </ul>
25 points	<p><b>Document - Must have name and address on</b></p> <ul style="list-style-type: none"> <li>Records of a public utility - phone, water, gas or electricity bill</li> <li>Records of a financial institution</li> <li>Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny</li> <li>A record held under a law other than a law relating to land titles</li> <li>Lease/rent agreement</li> <li>Rent receipt from a licensed real estate agent</li> </ul>
25 points	<p><b>Document - Must have name and date of birth on</b></p> <ul style="list-style-type: none"> <li>Record of a primary, secondary or tertiary education institution attended by you within the last 10 years</li> <li>Record of professional or trade association of which you are a member</li> </ul>

For an individual under 18 years, one primary document is sufficient or one of the following: identity of the individual verified by an educational institution, either on a student card; or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the individual currently attends the institution.

**List of persons who can provide certification of copies of documents:**

- Bail Justice
- Barrister
- Commissioner for Affidavits
- Commissioner for Declarations
- Commissioner for Oaths
- Judge
- Justice of the Peace (must show registered number)
- Medical Practitioner (registered under the *Medical Practice Act 1992*)
- Minister of Religion authorised to celebrate marriages (but not merely a marriage celebrant)
- Police Officer (of the rank of Sergeant or the highest ranking officer in the station)
- Proclaimed bank manager
- Sheriff
- Solicitor