



100 POINTS OF IDENTIFICATION

Guidelines

Using the guide below, please select the 100 points of identification that you will provide to First Advantage.

Your 100 points of identification must include ALL of the following:

- A minimum of one (1) primary document must be provided
- A minimum of one (1) document must contain photo identification
- A minimum of one (1) document must contain current address details

All documents must be in the English language or be accompanied by a translation provided by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

If the individual is under the age of 18, a recent arrival in Australia or Aboriginal or Torres Strait Islander, please refer to the **Special Provisions** section on pages 3 and 4 of this document. Please ensure that you send clear and legible copies of your Identification.

<p>Primary - 70 Points</p>	<p>You must produce at least one (1) of the following primary documents:</p> <ul style="list-style-type: none"> • Australian or New Zealand Birth Certificate (extract, original or certified copy) • Australian or New Zealand Citizenship Certificate (original or certified copy) • Current Australian or New Zealand Passport or corresponding International Travel Document • Current Passport or corresponding International Travel Document issued by an overseas country or United Nations agency • An expired Passport which has not been cancelled and was current within the preceding two (2) years • Current Australian government issued ImmiCard
<p>Secondary - 40 Points</p>	<p>You may choose to produce any of the following secondary documents listed below.</p> <p>If the document(s) you select do not contain photo identification and your current address you must select additional documents from the categories listed below that do.</p> <ul style="list-style-type: none"> • Current Australian federal or state/ territory government licence or permit (for example, driver’s licence, marine licence, firearms licence) • Photo Card (NSW, WA) or Proof of Age Card (ACT, Qld, Vic, SA) or 18+ card (Qld) or Evidence of Age Card (NT) or Personal Information Card (Tas.)



	<ul style="list-style-type: none">• Australian federal or state/ territory government employee identification card• Australian federal or state/territory government identification card of entitlement to a financial benefit• A photographic student identification card issued by a tertiary institution
Secondary - 25 Points	<p>You may choose to produce any of the following secondary documents listed below if you are still required to provide your current address:</p> <ul style="list-style-type: none">• Local Government property rates notice• Bank statement (current within last 3months)• Financial security documents held by a financial institution e.g. Mortgage/ Loan agreement• Credit reference report issued by a credit reporting agency in Australia• Employment Check - A letter or document from a current or past employer (within the last 2 years) which indicates your current address (e.g. group certificate etc.)• Certificates of title (for example, deed to residential or other land)• Electoral Roll Check• Public utility notice dated within last 3 months e.g. electricity bill• Letter from landlord, real estate agent or owner of rented premises• Legal records not relating to land titles for 25points (with use of only one document within the category)• Letter from an education institution that you have attended within the past ten years• Letter from the Australian Government indicating approval of an Australian Visa
Secondary - 25 Points	<p>You may choose to produce any of the following secondary documents listed below.</p> <p>Note: More than one (1) document from this category may be provided however multiple documents issued from the same source may only be counted once.</p> <ul style="list-style-type: none">• Medicare Card or Interim Medicare Card• Driver's licence issued by an overseas country's government• Membership card of a professional or trade association



SPECIAL PROVISIONS

INDIVIDUAL UNDER 18

This special provision only applies to individuals who are under 18 years of age on the day that the documents are provided to First Advantage.

Any one (1) of the following documents qualifies as 100 Points of Identification

- Australian Birth Certificate
- Australian Citizenship Certificate
- Current Australian Passport or corresponding International Travel Document
- An expired passport which has not been cancelled and was current within the proceeding two (2) years
- A statement from an educational institution, signed by the principal, deputy principal, head teacher, deputy head teacher, enrolment officer, deputy enrolment officer, secretary, deputy secretary, chief administrator or deputy chief administrator, confirming that the child attends the institution either:
 - Written on the letterhead of the institution or educational system to which the institution belongs, or
 - Incorporated in a list of names written on the letterhead of a financial institution, bearing the stamp or seal of the educational institution, or
 - Contained in a student card issued by the institution, that also contains a copy of the seal or stamp of the institution

RECENT ARRIVAL IN AUSTRALIA

This special provision applies to an individual who has been in Australia for less than 6 weeks. The individual must not have ordinarily resided in Australia immediately before the individual most recently arrived in Australia.

The following document qualifies as 100 Points of Identification

- Current Passport or corresponding International Travel Document issued by an overseas country or United Nations agency

NOTE: The full 100 Point check is required where the individual has been lawfully at large in Australia for more than 6 weeks



ABORIGINAL PERSON OR TORRES STRAIT ISLANDER RESIDENT IN AN ISOLATED AREA

This special provision applies to individuals who are an Aboriginal or Torres Strait Islander resident in locations more than 250 kilometres by the shortest practicable surface route from the centre point of the nearest urban centre with a census population of 2,500 or more. It also includes the Territory of Cocos (Keeling) Islands, the Territory of Christmas Island, and Lord Howe Island.

The following document qualifies as a 100 Points of Identification

- Name of individual ordinarily a resident in an isolated area, verified in a written statement by two (2) persons recognised as 'community leaders' in the community to which the individual belongs
- A community leader is defined as an individual who, in relation to the Aboriginal Community:
- Is recognised by the members of the community to be a community elder; or
- If there is an elected Aboriginal council who represents the community – is an elected member of the council