



Approved Organisation

STUDENT EVIDENCE OF IDENTITY REQUIREMENTS

Approved Organisations must verify the identity of all students undertaking an SLC prior to the course commencing, in accordance with the following requirements:

1. Approved Organisations must sight evidence of identity documents from the Acceptable Types of Documents table (page 50) that add up to at least 100 points. The identification documents produced by the student must:
 - a) be original documents or original certified* copies of the documents;
 - b) include at least one primary document;
 - c) be current and not expired (except where indicated in the Acceptable Types of Documents table); and
 - d) Collectively include: a student's photograph, date of birth, signature and current address.

***Original certified means an original document sighted, and copies signed, by a current NSW Justice of the Peace (and in accordance with the NSW Justice of the Peace Act 2002 and NSW Justice of the Peace Regulation 2014)**

2. Approved Organisations must make a colour copy (i.e. photocopy, scanned copy or photograph) of each original identification document sighted.

NSW Digital Driver Licences may be copied by emailing or messaging a screenshot of the licence, or by taking a photograph of the student's phone displaying the licence AFTER it has been checked following the procedure on page 52.

Approved Organisations must verify that the student is the same person as shown in the identity document bearing the person's photograph.

3. A certified English translation must accompany documents provided that are not in English (refer to National Accreditation Authority for Translators website www.naati.com.au).

In NSW, **Multicultural NSW** employs NAATI accredited translators. Translations on Multicultural NSW letterhead that are certified as an extract translation of the document(s) attached and include the ID number of the translator are acceptable.

The Department of Home Affairs also provides translating services.

It is the responsibility of Approved Organisations to ensure that appropriate privacy and security safeguards are in place in relation to the storage of student's personal and identity information.

ACCEPTABLE TYPES OF DOCUMENTS

PRIMARY DOCUMENTS: (at least one primary document)	Points value:
Australian Birth Certificate (<i>issued by the Registry of Births, Deaths and Marriages of an Australian State or Territory</i>) Commemorative certificate and birth certificate extracts are not acceptable	70
Australian Birth Card (<i>issued by the Registry of Births, Deaths and Marriages of an Australian State or Territory</i>)	70
A document of identity issued by the Australian Passport Office (<i>current or expired within the last two years but not cancelled</i>)	70
An overseas passport (<i>current</i>)	70
A national photographic identity document, Citizen card or Passport card (<i>current or expired within the last two years but not cancelled</i>)	70
Australian Citizenship Certificate	70
Photo identity card issued under Australian law (e.g. driver licence or other government-issued licences) containing a photograph, signature of the candidate and current residential address (<i>NSW Digital Driver's licences can be accepted but must be checked following instructions on page 52 of this document</i>)	50
SECONDARY DOCUMENTS:	Points value:
Department of Immigration and Border protection issued document (IMMI card, work or bridging visas, Safe-haven enterprise visa (SHEV), UNHCR card (United Nations High Commissioner for Refugees) or Temporary Protection visa (TPV))	40
State/territory issued proof of age card, Mobility parking scheme (MPS) card	40
A photographic identification card issued to a public employee by a Government Agency or Authority	40
Tertiary Education Institution identity card (current or expired within the last two years)	40
Seniors / Government concession card	40
Department of Veterans Affairs entitlement card or Australian Defence Force identity card	25
Centrelink card / Medicare card	25
EVIDENCE OF RESIDENTIAL ADDRESS:	Points value:
Utility notices such as electricity, gas, water or rental contracts or rates notice	25
Phone bills, motor vehicle registration, electoral enrolment	25

SLED IDENTIFICATION REQUIREMENTS - FREQUENTLY ASKED QUESTIONS

Can a student start a course without providing the required evidence of identity?

No, it is a breach of **Condition 15** to allow a student to commence an SLC without first confirming their identity.

Can a student that wishes to join on the 1st day of an SLC 'walk-in' then provide their ID at any time before the course finishes?

No, it is a breach of **Condition 15** to allow a student to commence an SLC without first confirming their identity.

Is an overseas passport an acceptable evidence of identity document?

Yes, the passport does not need to be Australian. However, to be eligible to apply for a NSW security licence, the individual must meet the requirements under s15(1)(f) of the Act:

"The Commissioner must refuse to grant an application for a licence if the Commissioner is not satisfied that the applicant is an Australian citizen or a permanent resident, or holds a visa that entitles the applicant to work in Australia (other than a student visa or a working holiday visa)".

Can I accept an overseas birth certificate as an evidence of identity document?

No. Only birth certificates or birth cards issued by the Registry of Births, Deaths and Marriages of an Australian State or Territory are acceptable.

Can I accept documents that have been cancelled?

No.

Can I accept documents that have been translated into English by a friend or family member?

No.

I have received certified copies of original Identity documents signed by a Justice of the Peace. What should I be looking for to verify these?

1. Full (printed) name of Justice of the Peace (JP)
2. Signature (handwritten in ink, not a stamp, label or sticker)
3. Words, 'I certify this to be a true copy of the document reported to me to be the original document'. Use of this wording (or substantially the same wording) is required by law
4. JP registration number
5. Date

The person's photograph that appears on any ID documents provided to you **must** be confirmed as the same person in attendance for the commencement of training with your organisation.