

100 Points of Identification Guidelines

Identification Documents

At least one identity document supplied must contain a **colour** photograph.

Primary Documents

POINT VALUE	<u>ONE</u> DOCUMENT MAY BE SUPPLIED FROM THE FOLLOWING (<u>NO</u> ADDITIONAL POINTS FOR MULTIPLE DOCUMENTS)
70 points	<ul style="list-style-type: none">• Birth Certificate; or• Citizenship Certificate; or• Current Passport; or• Expired Passport, which has not been cancelled and was current within the preceding two years; or• International Passport (current) with Australian permanent residency visa documentation.

Secondary Documents

POINT VALUE	<u>ONLY ONE</u> DOCUMENT FROM <u>EACH CATEGORY</u> MAY BE USED FOR THE REMAINING 30 POINTS THAT ARE REQUIRED TO ESTABLISH IDENTITY
40 points	<p>Document - must have a photograph and a name</p> <ul style="list-style-type: none">• Driver's Licence issued by an Australian State or Territory; or• Licence or permit issued under a law of the Commonwealth, State or Territory Government - (e.g. a boat licence); or• Identification card issued to a public employee; or• Identification card issued by the Commonwealth, State or Territory Government as evidence of the person's entitlement to a financial benefit; or• An identification card issued to a student at a tertiary institution.
35 points	<p>Document - must have a name and address</p> <ul style="list-style-type: none">• A document held by a cash dealer giving security over your property; or• A mortgage or other instrument of security held by a financial body; or• Document from your current employer or previous employer within the last 2 years; or• Land Titles Office record; or• Document from the Credit Reference Association of Australia.

25 points	<p>Document - must have a name and signature</p> <ul style="list-style-type: none"> • Marriage certificate (for maiden name only); or • Credit Card; or • Foreign Driver's Licence; or • Medicare Card (signature not required on Medicare Card); or • EFTPOS Card.
25 points	<p>Document - must have a name and address</p> <ul style="list-style-type: none"> • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny; or • Records of public utility - phone, water, gas, electricity bill; or • Records of a financial institution; or • A record held under a law other than a law relating to land titles; or • Council rates notice.
25 points	<p>Document - must have a name and address</p> <ul style="list-style-type: none"> • Rent/Lease agreement; or • Rent receipt from a licensed real estate agent.
25 points	<p>Document - must have a name and date of birth</p> <ul style="list-style-type: none"> • Record of a primary, secondary or tertiary educational institution attended by you within the last 10 years; or • Record of professional or trade association of which you are a member.

Persons Authorised to Certify 100 Points of Identification Documentation

Copies of all documents must be legible and any photograph must be **colour** and clearly identifiable. Certification must be on the front of the photocopied document, not the reverse, unless it would render the photocopy illegible.

Below is a list of persons who are authorised to certify photocopies the 100 points of identification documents. The person certifying the document must note that it is *a true copy of the original document, which I have sighted* and print their name, the date and qualification that enables them to certify the document, in addition to signing their declaration.

Members of Certain Professions

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Veterinary Surgeon
- Police Officer
- Registrar, or Deputy Registrar, of a Court
- Sheriff
- Sheriff's Officer
- Teacher employed on a full-time basis at a school or Tertiary Education Institution

Other Persons

- Agent of the Australian Postal Corporation who is in charge of an office
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Bank Officer with 5 or more years of continuous service
- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Commonwealth Court
- Civil Marriage Celebrant
- Clerk of a court
- Commissioner of Affidavits
- Commissioner of Declarations
- Credit Union Officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Australian Defence Force who is:
 - An officer; or
 - A non-commissioned officer with 5 or more years of continuous service
- Member of the Institute of chartered Accountants in Australia
- Member of the Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers, Australia
- Member of:
 - The Parliament of the Commonwealth;
 - The Parliament of a state;
 - A Territory legislature; or
 - A Local Government Authority of a State or Territory.
- Minister of religion registered under Division 1 of the Marriage Act 1961
- Notary Public
- Permanent employee, with 5 or more continuous years of service of any of the following:
 - The Commonwealth or of a Commonwealth authority;
 - A state or Territory or of a state or Territory Authority; or
 - A Local Government Authority.