

Proof of Identity

WWCBC Employer Guidelines

The following lists set out the value of each document according to the 100 point check:

70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- 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.

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- 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.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- 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.

25 points

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- 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.

At least one of the documents should show the applicant's signature and preferably their current address.

All original documents must be sighted and certified by one of the following:

JP, Solicitor/Barrister, Police officer, Registered Medical Practitioner, Full time teacher, Bank-Building society or credit Union Office with five years service, Postal Manager, Dentist, Pharmacist, Minister or religion designated as an authorised marriage celebrant, Registered Nurse, Registered Accountant.

The suitable wording for certification of the copy would be "I certify this is a true and unaltered copy of the original". The certification statement is written on the copy and then signed by the officer verifying the certification, printing their name and position.