

How to verify an applicant's identity

Applicants are required to undergo an identity check when applying for screening.

To enable their identity to be verified, the applicant is required to produce several original identity documents, (each of which is ascribed a particular value) totalling at least 100 points. The types and categories of documents which can be used is listed below.

Verification is to be conducted by an appropriate person ([permitted verifiers](#)).

CATEGORY A – Each document is worth 70 points

Note: Only one document from this category can be accepted.

- Birth certificate (not an extract)
- Australian Passport (*current, or expired within the previous two years, but not cancelled*)
- Australian Citizenship Certificate
- International Passport (*current, or expired within the previous two years, but not cancelled*)
- Other document of identity, having same characteristics as a passport e.g. diplomatic/refugee (photo or signature)

CATEGORY B – The first document is worth 40 points and each additional document is worth 25 points.

- Current licence or permit (Government-issued)
- Working with Children/Teachers Registration Card
- Aviation Security identification card/Maritime Security identification card
- Public employee photo ID card (Government-issued)
- Department of Veterans' Affairs card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution photo ID
- Reference from a medical practitioner (must have known the applicant for a period of at least 12 months)

CATEGORY C – Each document is worth 25 points.

- Birth Extract
- Foreign/International Driver's Licence
- Proof of Age Card (Government-issued)
- Medicare Card/Private Health Care Card
- Council rates notice
- Property lease/Rental agreement
- Property insurance papers
- Australian Tax Office assessment
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

If relied upon, the following documents must be from different organisations:

- Utility bills (e.g. telephone, gas, electricity, water bills)
 - Credit/Debit card
 - Bank Statement/Passbook
-

The verification method selected will depend on the identity documents the applicant holds or can access and/or their particular circumstances.

The combination of the applicant's identity documents must include:

- their full name;
- their date of birth;
- at least one document from either Category A or Category B; and
- a photograph of the applicant.

Photograph: If the Applicant does not have an identity document containing a photograph, they will be required to submit a passport style photograph. The photograph must be certified as per Schedule 2 of the [Statutory Declarations Regulations 1993](#) (Cth).

Special provisions

Special provisions exist for the following categories of applicant (if they are unable to meet the identity requirements above):

- **ABORIGINAL AND TORRES STRAIT ISLANDER residents of remote or isolated locations:** There is an added option of TWO letters of verification provided by community leaders (individuals recognised as leaders of the community to which the applicant belongs). Each letter of verification scores 50 points towards the total 100 points.
- **IMMIGRANT OR FOREIGN VISITORS** (persons who have been in Australia for 6 weeks or less): proof of arrival date and current passport is acceptable.
- **Applicants UNDER 18 years of age:** One Category A document or a statement from an educational institution, signed by the applicant's school Principal or Deputy Principal, confirming that the child attends the institution is acceptable. (Note: The statement MUST be on the institution's letterhead).

Exceptional Circumstances:

In some circumstances it may not be possible to use the online system to apply for screening, for example, if the applicant has no access to the internet, is a recent arrival (i.e. has lived in Australia for six weeks or less) or is a legal minor.

Please email the Screening Unit at DCSIscreeningunit@sa.gov.au or telephone 1300 321 592 to find out if the applicant's situation can be regarded as exceptional for the purpose of applying for screening.

Please note that paper applications may require more processing time than applications submitted online.

'PRINT AND SEEK' OPTION

Identity verification by an independent Verifying Officer

A 'print and seek' option is available, selected when using the online form, enables the applicant to print an incomplete version of their application form, and take it, along with their relevant identification documents, to an independent Verifying Officer for verification of their identity. If this option is selected, once the application has been paid for using the online form, a PDF version of the form becomes available for printing.

Note: The Verifying Officer must provide their details and original signature on application form.

Completed and verified print and seek application forms should be posted to the DCSI Screening Unit, GPO Box 292, Adelaide SA 5001.

Online verification process

The verification process can be completed online, using the Australian Government's [Document Verification Service](#).

The applicant must have a current Australian driver's licence AND a current Australian passport (or Australian Birth Certificate/Citizenship Certificate). With these documents:

- the applicant can complete the verification process themselves (once the organisation has initiated their screening application); OR
- the applicant can present the documents to an organisation's Verifying Officer so that they can complete the verification process online on their behalf.

Only nominated Verifying Officer/s within an organisation can verify the applicant's identity online.

How to use the online document verification service

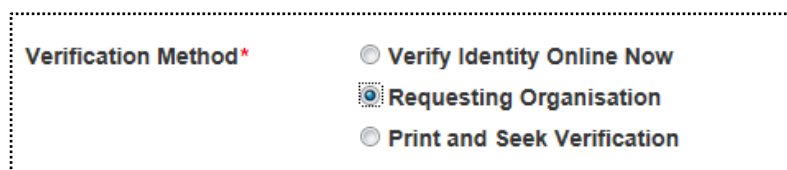
Log into the system

Organisations that have registered for online screening will have been issued with a user name and password, which is used to log into the online screening system.

When an application is commenced for an applicant, the applicant will receive an email notification with log in details to continue with the application.

Applicant selects the verification method

Once the applicant has logged in to the system portal they can select the required verification method from the options, shown below.



The image shows a screenshot of a web form titled "Verification Method*". It contains three radio button options: "Verify Identity Online Now", "Requesting Organisation" (which is selected), and "Print and Seek Verification".

If the applicant has selected 'Requesting Organisation' to verify their identity, this will appear in the organisation's view of the portal.

The organisation's nominated Verifying Officer, when they then log in, will be able to view all applications waiting to be verified, and can select the relevant application from the list by clicking on the application number in the appropriate column (see image following).



Applications Awaiting Verification				
	Number	Started	Name	Type
Delete	AP000057	3/06/2015 4:48 PM	Neil Thompson	Aged Care Sector Employment Child Related Employment Disability Services Employment General Employment Prohiby Vulnerable Person Related Employment

Note: Verifying Officers are the only nominated officers within an organisation who can verify documents online.

When verifying documents online, Verifying Officers must:

- Sight original or certified true copies of all personal identity documents.
- Double-check that the details on the identity documents correlate with the information provided on the application form. For example, the date on the birth certificate should *exactly* match the date of birth details provided on the application form.
- Tick the relevant box on the form for each document sighted. This will automatically calculate the points for the documents sighted. The total must be equal or more than 100 points.
- In the example following, the applicant has provided a birth certificate, a Department of Veterans Affairs (DVA) card and a Proof of Age card, totalling 135 points.

Employment and Volunteer Screening Application
Application Number: AP000057

100 Point Identification Check

Verification Method*
 Verify Identity Online Now
 Requesting Organisation
 Print and Seek Verification

[View Application Details](#)

Category	Type of Document	Value	Points
Category A 70 points Only one document from this category will be accepted.	<input checked="" type="checkbox"/> Birth certificate or extract <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Current international travel document (eg. passport) <input type="checkbox"/> United Nations refugee visa or similar, authorising international travel	70	70
Category B Document Your initial Category B document is worth 40 points. Subsequent documents are worth 25 points.	<input checked="" type="checkbox"/> Australian driver's licence or permit <input checked="" type="checkbox"/> Department of Veterans' Affairs (DVA) card <input type="checkbox"/> Centrelink pensioner / health care card <input type="checkbox"/> Government employee identification card <input type="checkbox"/> Tertiary student identification card <input type="checkbox"/> Secondary student identification card <input type="checkbox"/> Medical practitioner reference (only if applicant is known to the doctor for at least a year)	40 or 25	40
Category C Documents 25 points If you wish to use more than one Category C document, they must be from different organisations.	<input type="checkbox"/> Seniors/ Medicare/ private health card <input checked="" type="checkbox"/> Council rates/ property insurance papers <input checked="" type="checkbox"/> Proof of age card <input type="checkbox"/> International Driver's Licence <input type="checkbox"/> Bank or credit card <input type="checkbox"/> Utilities bills (Telephone, gas, electricity or water) <input type="checkbox"/> Tax notice/superannuation statements <input type="checkbox"/> Motor vehicle registration/insurance papers <input type="checkbox"/> Rental property lease agreement <input type="checkbox"/> Electoral Roll registration <input type="checkbox"/> Professional or trade association card	25	25
Must equal or be more than 100 Points			TOTAL 135

Once the documents have been verified and the total is greater than or equal to 100, a button 'Confirm Verification of All Documents' will appear at the bottom of the page (see below).

Employment and Volunteer Screening Application

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Verification Method* Verify Identity Online Now
 Requesting Organisation
 Print and Seek Verification

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Category B Document Your initial Category B document is worth 40 points. Subsequent documents are worth 25 points.	<input type="checkbox"/> Australian driver's licence or permit <input checked="" type="checkbox"/> Department of Veterans' Affairs (DVA) card <input type="checkbox"/> Centrelink pensioner / health care card <input type="checkbox"/> Government employee identification card <input type="checkbox"/> Tertiary student identification card <input type="checkbox"/> Secondary student identification card <input type="checkbox"/> Medical practitioner reference (only if applicant is known to the doctor for at least a year)	40 or 25	40
Category C Documents 25 points If you wish to use more than one Category C document, they must be from different organisations.	<input type="checkbox"/> Seniors/ Medicare/ private health card <input type="checkbox"/> Council rates/ property insurance papers <input checked="" type="checkbox"/> Proof of age card <input type="checkbox"/> International Driver's Licence <input type="checkbox"/> Bank or credit card <input type="checkbox"/> Utilities bills (Telephone, gas, electricity or water) <input type="checkbox"/> Tax notice/superannuation statements <input type="checkbox"/> Motor vehicle registration/insurance papers <input type="checkbox"/> Rental property lease agreement <input type="checkbox"/> Electoral Roll registration <input type="checkbox"/> Professional or trade association card	25	25
Must equal or be more than 100 Points		TOTAL	135

- For Aboriginal Applicants who reside in remote or isolated locations, apart from the standard identity items above, there is an added option of two letters of verification provided by Community Leaders (recognised as leaders of the community to which the applicant belongs). Each verification scores 50 points.
- For immigrant or foreign visitor (arrival within the past six weeks): proof of arrival date and current passport will be accepted.
- For applicants under 18: One Category A document or statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead)

Confirm Verification of All Documents

Confirm Verification of All Documents

Once they click this, the Verifying Officer will be directed to a second screen and asked to re-confirm the document verification.

Clicking YES will submit the application and no further changes to the application will be allowed. The application will then move from the 'in-progress' list to the 'Submitted Applications' list in the organisation's online portal.

Submitted Applications				
Number	Submitted	Name	Type	Result
AP000057		Neil Thompson	Aged Care Sector Employment Child Related Employment Disability Services Employment General Employment Probity Vulnerable Person Related Employment	Aged Care Sector Employment Child Related Employment Disability Services Employment General Employment Probity Vulnerable Person Related Employment

More information

If you require more information, email the Screening Unit via DCSIscreeningunit@sa.gov.au

OR go to our website: www.screening.dcsi.sa.gov.au