



Government  
of South Australia

Department for Communities  
and Social Inclusion

## Screening Unit

# How to verify your identity

## Information for applicants



When you are applying for screening, it is essential that we check your identity.

You may have more than one document that proves your identity, such as a passport, driver's licence.

To meet the requirements of a 100 point identity check, each of these is considered to be worth a certain number of points. You will need enough documentation to add up to 100 points or more.

Your identity check can be conducted online, when applying for screening, if you have a current passport, travel document, birth certificate or Australian Citizenship papers and Australian Driver's licence. Otherwise you may have your identity check certified in person by an authorised person as outlined later in the information below.

The types and categories of documents that can be used, and their values, are shown below.

### 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

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The method selected will depend on the identity documents you have or can access and/or your particular circumstances.

The combination of identity documents must include:

- your full name;
- your date of birth;
- at least one document from either Category A or Category B; and
- a suitable photograph of you (see below).

If you do not have an identity document containing a photograph, such as a Passport, Australian Drivers Licence, secondary student card, tertiary student card or government employee ID Card, you will be required to submit a passport style photograph.

Note: The photograph must be certified as per Schedule 2 of the [Statutory Declarations Regulations 1993](#) (Cth).

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## To prove your identity, there are three methods you can choose from:

Your choice may depend on the types of identity documents you have available.

### 1. Online identity verification (this is the preferred option)

Your identity can be checked when applying online for screening, using the Australian Government's online [documentation verification service](#). You will need to have a current passport, travel document, birth certificate or Australian Citizenship papers AND a current Australian Driver's licence to have your identity checked using this method.

**OR**

### 2. You provide your identity documents in person to your employer or volunteer organisation's Verifying Officer, who then completes the process online on your behalf.

**OR**

### 3. You can provide your identity documents to an independent Verifying Officer

Print your application form and show it, with your original identity documents, to an independent Verifying Officer. The signed and completed application form is then posted to the DCSI Screening Unit. *This option is only to be selected if you are unable to use option 1 or option 2.*

Verification must be conducted by an appropriate person who meets the conditions of a 'permitted verifier'. [View a list of permitted verifiers](#)

## Option 1: VERIFY YOUR IDENTITY ONLINE

The following screen shows you what you will see when applying for screening, online.

If you have chosen to verify your identity online, you will be taken to a screen that looks like this:

**Verification Method\***

**Verify Identity Online Now**

**Requesting Organisation**

**Print and Seek Verification**

You have selected **VERIFY IDENTITY ONLINE**

Please **HAVE READY** the identity documents you intend to use so that you can record the document reference numbers and details to enable verification to occur.

Category	Type of Document	Value	Points	
Category A 70 points Only one document from this category will be accepted.	<input type="checkbox"/> Australian birth certificate or extract	Verify	70	
	<input type="checkbox"/> Australian citizenship certificate	Verify		
	<input type="checkbox"/> Australian passport	Verify		
Category B Document	<input type="checkbox"/> Australian driver's licence or permit	Verify	40	
Must equal or be more than 100 Points			<b>TOTAL</b>	0

You need to click **Verify** for each document you have. You will then be taken to another screen where you should enter in the details of that identity document.

For example, if you select 'birth certificate', you will go to a screen that looks like this:

### Employment and Volunteer Screening Application

Application Number: AP000171

**Australian Passport Verification** ?

**Passport Number** ?\*

**Name Used in Document** ?\*

**Given Names** Elizabeth

**Middle Names** mm

**Family Name** Pitt

**Gender** ?\*  Male  Female  Other

**Date of Birth** 01/01/1970

Enter all details for the fields marked with a red asterisk (\*) and also ensure you select the exact name as it appears in your identity document.

## Option 2: REQUESTING ORGANISATION to verify your identity

If you have chosen for your requesting organisation to verify your documents, you will need to take your identity documents to your organisation's verifying officer who will then be able to verify the documents online.

The Verifying Officer will click on your APPLICATION NUMBER in the organisation's online screening portal to open up your application. They will then be taken to a screen that looks like this:

You have selected **REQUESTING ORGANISATION**  
Please show the ORIGINAL copies of your identity documents to your organisation's Verifying Officer. They will confirm that they have sighted these documents and will verify your form online.  
Please note: At least one category A document or One Category B document (which contains a photograph) must be used.

Category	Type of Document	Value	Points
Category A 70 points Only one document from this category will be accepted.	<input 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	0
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 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	0
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 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	0
Must equal or be more than 100 Points		<b>TOTAL</b>	<b>0</b>

As the applicant, you will not be able to access or select any of the documents on this page. However, the Verifying Officer will be able to complete this part of the online form for you.

The Verifying Officer will select the documents they are verifying by ticking the appropriate box. The total will automatically occur. The total must equal or be more than 100 points.

Once they have verified your documents, they will submit the form and you will then be able to proceed to payment.

## Option 3: PRINT AND SEEK VERIFICATION

If you are using the print and seek verification option, print your partly completed application form and take it, together with ORIGINAL copies of your identity documents, to an independent Verifying Officer.

For details of who can verify your documents, view our [Permitted Verifiers List \(PDF 214.5 KB\)](#).

The Verifying Officer will confirm that they have sighted your documents and will sign your form to indicate that they have verified your identity.

Please post your completed application to: DCSI Screening Unit, GPO Box 292, Adelaide SA 5001.

If you have chosen this verification method, you can then proceed with your online application, going to the PAYMENT OPTION by clicking the 'Pay Fees' button:



If you require additional information or assistance, email the Screening Unit via [DCSI.Screeningonline@sa.gov.au](mailto:DCSI.Screeningonline@sa.gov.au)  
OR go to our website: [www.dcsi.sa.gov.au/screening](http://www.dcsi.sa.gov.au/screening)