## Proof of identity requirements: within Australia



#### Applying for registration from within Australia

To meet the proof of identity requirements, applicants applying from within Australia must provide the following identity evidence when applying for registration:

- 1 document from each Category A, B and C, and
- 1 document from Category D if the document supplied for Category B or C does not include a current Australian residential address.

The name on your Category A document will be the name used for registration and will be published on the <u>Register of practitioners</u>.

### Evidence for a change of name or name variation

You must provide certified evidence of your name change with your application if:

- you have ever been formally known by another name(s), or
- any of the documents you provide in support of your application is in another name(s).
- Acceptable evidence includes
- a marriage certificate
- · change of name certificate, or
- deed poll.

A <u>Commonwealth of Australia Statutory Declaration</u> cannot be used as evidence of a name change. It can only be used to explain the reason for a name variation.

#### Applying from overseas?

If you are applying from overseas and are unable to meet the proof of identity requirements outlined in this document, refer to <u>Proof of identity</u> <u>requirements: Outside of Australia</u>.

#### Verifying identity – online applications

We use an online document verification service called greenID<sup>™</sup> Documents verified using greenID<sup>™</sup> will still need to be certified in line with our guidelines.

# The following documents can be verified using greenID™:

- Australian birth certificate
- Australian passport
- New Zealand passport
- Australian visa
- ImmiCard
- Australian citizenship certificate
- Australian passport
- Australian driver's licence
- Australian marriage certificate
- Australian name change certificate

#### **Becoming identity enrolled**

Once you are registered and you meet all the identity requirements outlined in this document, you will automatically become identity enrolled. Identity enrolment means that when we have to obtain an Australian criminal history check, we can do so without asking for updated identity documents. Identity enrolment lasts for up to 10 years unless there is a change in your personal details.

#### **General criteria**

- All evidence of identity documents must be certified as a true copy of the original, see <u>Ahpra's</u> <u>Certifying documents guidelines</u> for instructions.
- All documents not originally written in English must be translated, see <u>Ahpra's Translating</u> <u>document guidelines</u> for instructions.
- At least 1 document must be in your current name.
- You can only use each document once, that is once as a Category A document, once as a Category B document or once as a Category C document.
- Documents certified by an Australian consular officer or Australian diplomatic officer, which have a photograph, must include an Identity Certificate. Ask for the Identity Certificate when your documents are being certified. The Identity Certificate must be included when you submit your certified documents.

Category A: Start of identity	
Document	Explanation/description
Australian birth certificate	Full Australian birth certificate or adoption certificate
Australian passport	Current Australian passport or expired Australian passport which has not been cancelled and was current within the preceding 3 years.
Australian visa	Australian visa current at time of entry to Australia, showing your name and in combination with a current foreign passport or travel document.
ImmiCard	Current ImmiCard or an expired ImmiCard which was current within the preceding 2 years.
Australian citizenship certificate	Australian citizenship certificate in applicant's name or former name (front and back of document required).

Proof of identity evidence: within Australia

Category B: Link between the identity and person by means of photo and signature	
Document	Explanation/description
Australian passport	Australian passport, as above.
Australian driver's licence	Current Australian driver's licence issued by commonwealth, state or territory (front and back of document required).
Australian Working with Children Check or Vulnerable People Check card	Current Working with Children Check or Vulnerable People Check card
Foreign passport	Current foreign passport or travel document (Certificate of Identity, Document of Identity, Laissez Passer and Titre de Voyage)
Australian firearms or shooter's licence	Current Australian firearms or shooter's licence showing signature and photo.
Australian student ID card	Current student ID card issued in Australia showing photo.
International or foreign driver's licence	Current international or foreign driver's licence you have lived in, showing signature and photo
Australian proof of age card	Current proof of age card or photo identity card issued by an Australian government agency, in applicant's name with signature and photo
	on operating in the Australian community and their identity
Category A or Category B docume document	nt that has <b>not</b> already been used may be used as a Category C
Document	Explanation/description
Australian Government benefits	Evidence of a right to an Australian Government benefit (Department of Veterans' Affairs or Centrelink)
Academic transcript	Academic transcript from an Australian university or institution, issued in Australia
Australian registration certificate	Current registration certificate from a non-health profession's regulatory body
Australian financial institution account	<ul> <li>Current financial institution account details in the form of:</li> <li>credit or ATM card</li> <li>bank statement, or</li> <li>letter from bank advising of account details</li> </ul>
Australian Medicare card	<ul> <li>letter from bank advising of account details.</li> <li>Current Medicare card</li> </ul>
Australian PAYG payment summary	PAYG payment summary, less than 2 years old with tax file number.
Australian motor vehicle registration	Current motor vehicle registration in Australia
Australian Taxation Assessment Notice	Taxation Assessment Notice less than 2 years old.
Australian insurance policy	Current insurance account details in the form of: • insurance membership card, or • policy schedule
Australian pension / Health Care Card	Current pension or Health Care Card
	on's identity at their current Australian residential address
Category B or C document contair already been used may be used as	ning evidence of a current Australian residential address which has a Category D document
Document	Explanation/description
Australian rate notices	Paid rate notices less than 12 months old
Current Australian lease or tenancy agreement	Current lease or tenancy agreement
Australian utility account	Utility accounts (gas, water, electricity, phone or internet) less than 12 months old