

November 2021

Presenting at a location other than an Ahpra office

Introduction

Overseas applicants who are assessed as being eligible for in-principle registration must meet Ahpra's proof of identity requirements before registration can be granted. This usually requires applicants to present in person at an Ahpra office in order to prove their identity.

The Medical Board of Australia also requires international medical graduates to present in person to an Ahpra office to have their identity verified if they have not previously been registered as a medical practitioner with limited or provisional registration under the National Scheme¹ before their limited, provisional or specialist registration can be granted.

Interim measure during COVID-19 pandemic

As an interim measure to help boost the Australian healthcare workforce during the COVID-19 pandemic, applicants who hold current in-principle approval of registration and are in Australia are encouraged to have their identity verified in person at their intended place of employment.

From 1 November 2021, some applicants are eligible to have their identity verified via audio-visual link while in mandatory quarantine so their registration can be finalised sooner.

What you need to do

Copies of your identity documents must be certified by a registered health practitioner at your intended place of employment; either in person or if eligible via audio-visual link. The certified copies of your identity documents must then be submitted to Ahpra via email by either a registered health practitioner or other employee of your intended place of employment (e.g. administration officer, receptionist, manager, etc.).

Presenting via audio-visual link using an online video-conferencing platform

This option is **only** available to applicants while they are isolating in Australia in mandatory quarantine at a government-designated facility and who meet the following pre-requisites:

1. You have previously submitted a correctly certified passport in support of your application in which the authorised officer has confirmed that the photograph is a true likeness of the person presenting the document.
2. If the expiry date of your International Criminal History Check/s has passed and you are required to provide a statutory declaration for your expired check/s, you must be isolating in a state or territory where there are remote witnessing provisions² in place.
3. If the expiry date of your Certificate/s of Registration Status (CORS) or Certificate/s of Good Standing (COGS) have passed and you are required to provide a statutory declaration for your expired certificate/s, you must be isolating in a state or territory where there are remote witnessing provisions in place.

Applicants who do not meet these requirements must present in person at their intended place of employment to have their identity verified before their registration is finalised.

See page 2 for instructions for applicants, practitioners and employers verifying identity via audio-visual link

Presenting in person at your intended place of employment

This option is available to applicants who are in Australia and do not meet the requirements to have their identity verified via audio-visual link.

See page 2 for instructions for applicants, practitioners and employers verifying identity in person

¹ The National Registration and Accreditation Scheme (the National Scheme)

² Changes have been made to the law in some states to accommodate remote witnessing provisions due to the impact that COVID-19 lockdowns have had on signatories (people signing a document) being able to sign and/or have documents witnessed in person by an authorised officer. Where these provisions are in place, signatories and witnesses can sign in each other's presence via an audio-visual link. However, copies of original documents cannot be certified online.

Presenting via audio-visual link using an online video-conferencing platform

Instructions for applicants – verifying identity via audio-visual link

1. If specified in your in-principle approval letter, complete the statutory declarations for Certificate/s of Good Standing (CoGS) and/or International Criminal History Check (IHC) via remote witnessing. You must use Ahpra's statutory declarations relevant to the state or territory where you will be signing the statutory declaration.
2. The statutory declarations must be witnessed by an Authorised Officer as specified on each statutory declaration, but this does not have to be the same registered health practitioner at your intended place of employment.
3. Establish a time with your employer to complete the identification verification process via audio-visual link using an online video-conferencing platform such as Skype or Zoom. Your identification must be verified by a registered health practitioner at your intended place of employment.
4. Send through scanned copies of your identification documents to your employer to print out before your audio-visual call takes place. To check what documents you must provide, please see your in-principle approval letter or Ahpra's proof of identity requirements.
5. The audio-visual call must take place with the employer (a registered health practitioner) during which, you must display the original identification document next to yourself in order to allow the registered health practitioner to establish you are one and the same person.
6. You must ensure the registered health practitioner takes screenshots to show that each document has been presented and certifies your documents in line with the requirements outlined below.
7. Your employer will submit any certified documents to Ahpra. You can submit any statutory declarations directly to your regulatory officer or to your employer to submit on your behalf.

Instructions for employers – submitting certified copies of documents

Copies of the applicant's identity documents together with the required screenshots must be submitted to Ahpra via email by either a registered health practitioner or other employee at the applicant's intended place of employment (e.g. administration officer, receptionist, manager, etc.)

1. Scan the certified copies of all proof of identity documents and any statutory declarations (if required).
2. Email scanned copies of identity documents and statutory declarations to nationalregistration@ahpra.gov.au. A Regulatory Officer will assess all documents received and notify the applicant when registration has been finalised or if any further information is required.

Instructions for registered health practitioners – verifying identity via audio-visual link

1. Print out copies of the identification documents as sent to you by the applicant.
2. During the audio-visual call, you must sight the applicant displaying the original identification document next to themselves in order to establish they are one and the same person and take screenshots to show that each document has been presented.
3. Check the copy provided to you is the same as the original document.
4. If the original document contains a photograph (e.g. passport, driver's licence), visually compare the face of the person presenting the documents against the photograph of the person in both documents to confirm that the person before you is the person pictured.
5. On a single-page document, write or stamp, *'I have sighted the original document electronically and certify this to be a true copy of the original as presented to me'*.
6. On documents with more than one page, initial every page and write or stamp the following on the last page, *'I have sighted the original document electronically and certify this to be a true copy of the original as presented to me'*.
7. On documents with a photograph, write or stamp, *'I certify that this is a true copy of the original presented to me electronically and certify that the photograph is a true likeness of the person presenting the document as sighted by me'*.
8. You must also write or stamp on the copy:
 - your signature
 - your full name
 - your occupation or profession (including your registration number)
 - your stamp or seal (if relevant)
 - your phone number, and
 - the date.

Presenting in person at your intended place of employment

This option is available to applicants who are in Australia and do not meet the requirements to have their identity verified via audio-visual link.

Instructions for applicants – verifying identity in person

1. If specified in your in-principle approval letter, complete the statutory declarations for Certificate/s of Good Standing (CoGS) and/or International Criminal History Check (ICHC). You must use Ahpra's [statutory declarations](#) relevant to the state or territory where you will be signing the statutory declaration.

The statutory declarations must be witnessed by an Authorised Officer as specified on each statutory declaration, but this does not have to be the same registered health practitioner at your intended place of employment.

2. Make a copy of your original identity document/s. To check what documents you must provide, please see your in-principle approval letter or Ahpra's [proof of identity requirements](#).
3. Take the original document/s and your copy/ies to a registered health practitioner at your intended place of employment.
4. You must ensure the registered health practitioner certifies your documents in line with the requirements outlined below.

Instructions for employers – submitting certified copies of documents

Copies of the applicant's identity documents must be submitted to Ahpra via email by either a registered health practitioner or other employee at the applicant's intended place of employment (e.g. administration officer, receptionist, manager, etc.)

1. Scan the certified copies of all proof of identity documents and any statutory declarations (if required).
2. Email scanned copies of identity documents and statutory declarations to nationalregistration@ahpra.gov.au. A Regulatory Officer will assess all documents received and notify the applicant when registration has been finalised or if any further information is required.

Instructions for registered health practitioners – verifying identity in person

1. Check the copy provided to you is the same as the original document.
2. If the original document contains a photograph (e.g. passport, driver's licence), visually compare the face of the person presenting the documents against the photograph of the person in both documents to confirm that the person before you is the person pictured.
3. On a single-page document, write or stamp, *'I have sighted the original document and certify this to be a true copy of the original'*.
4. On documents with more than one page, initial every page and write or stamp the following on the last page, *'I have sighted the original document and certify this to be a true copy of the original'*.
5. On documents with a photograph, write or stamp, *'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me'*.
6. You must also write or stamp on the copy:
 - your signature
 - your full name
 - your occupation or profession (including your registration number)
 - your stamp or seal (if relevant)
 - your phone number, and
 - the date.