Proof of Identity

New employees must provide suitable proof of identity, this is based on a 100-point identity check. You must provide original proof of identity, copies will not be accepted. The table below provides a guide.

Primary Documents

ID Document	Points
Australian Birth Certificate or Birth Card	70
Australian Passport	70
Australian Citizenship Certificate	70
International Passport (passport must have a current valid Australian visa)	70
Registration of Descent	70

Secondary Documents

Only 1 secondary ID document will attract 40 points, subsequent secondary ID will attract 25 points per item.

Secondary ID with a photo will be accepted as primary ID but only attract the points listed in this table.

ID Document	Points
Licence or Permit issued under Australia law	40 or 25
State or Federal Government Employee Identity	40 or 25
Tertiary Education Institution Identity	40 or 25
Australian Learner's Permit	40 or 25
Department of Veterans Affairs Card	40 or 25
Centrelink or Social Security Card	40 or 25
WA Photo Card	40 or 25
ImmiCard	40 or 25
Dangerous Goods Security Card	40 or 25
Working With Children's Card	40 or 25
Consular Photo Identity Card	40 or 25
Maritime Security Identification Card	40 or 25
Proof of Age Card	40 or 25
Medicare Card	40 or 25
Council Rates Notice	40 or 25
Property Lease/Rental Agreement	40 or 25
Property Insurance Papers	40 or 25
Motor Vehicle Registration or Insurance Documents	40 or 25
Professional or Trade Association Card	40 or 25
Utility Bills (eg: Telephone, Gas, Electricity, Water)	40 or 25
Credit/Account Card	40 or 25
Bank Statement/Passbook	40 or 25
Health Care Card	40 or 25
Change of Name (is required if ID is in a different named, however does not contribute to points score). Accepted are: Marriage certificate, Divorce Papers, Change of Name Certificate from Registrar General	40 or 25

Right to Work in Australia

New employees must provide suitable proof of their right to work in Australia. Original documentation must be provided, copies are not acceptable. The information below provides details of the acceptable criteria, as required by the Department of Home Affairs.

A person can legally work in Australia if:

- they are an Australian citizen or
- they hold a valid visa with permission to work

Step 1 – Citizenship or Permanent Resident

Please provide **one** of these documents to prove citizenship or permanent residence.

Type of Document
Australian passport (current)
Australian birth certificate and photo identification
Australian citizenship evidence and photo identification
Certificate of Status for New Zealand Citizens in Australia and photo identification
An overseas passport and a check from Department of Home Affairs online system Visa Entitlement Verification Online (VEVO) showing that you hold an Australian permanent visa. You can ask HR department to do this for you.

With this proof, you can work without restrictions in Australia in line with Australian employment law.

Step 2 – Valid Visa with Work Rights

If Step 1 cannot be satisfied, check if you have a visa with work rights.

To check, you can	• provide your current visa details to HR department and they will access VEVO to check your visa status
VEVO will tell you:	• your visa start date and expiry date • whether you are NOT allowed to work or there are work restrictions on your visa