
Proof of identity form – Working with Children Check

This form must only to be completed by, or on behalf of:

- a NSW authorised carer applicant* or an adult household member of a NSW authorised carer applicant who lives interstate, or
- a NSW authorised carer applicant or an adult household member of a NSW authorised carer applicant who is not physically capable of attending a Service NSW Centre, or
- an adult household member who resides in the home where home-based education and care services or family day care services are provided who is not physically capable of attending a Service NSW Centre.

You must provide copies of the relevant proof of identity documents with this form.

Applicant Information

Application number (APP)	Date applied
Title	Last name
First name	Middle name
Alias name/s	Date of birth
Gender	
House/unit number	Street name
Suburb	State
Post code	Phone
Email address	

Tick the relevant box below

- I am a NSW authorised carer* or am applying to become a NSW authorised carer and I live interstate
- I am an adult household member who resides in the home of an NSW authorised carer* or in the home of a person applying to become a NSW authorised carer, and I live interstate
- I am a NSW authorised carer* or am applying to become a NSW authorised carer, and I am not physically capable of attending a Service NSW Centre
- I am an adult household member who resides in the home of an NSW authorised carer* or in the home of a person applying to become a NSW authorised carer, and I am not physically capable of attending a Service NSW Centre
- I am an adult household member who resides in the home where home-based education and care services or family day care services are provided, and I am not physically capable of attending a Service NSW Centre

If you are not physically capable of attending a SNSW centre, please explain why:

Consent and Declaration of the Applicant

- I certify that the answers I have given are true and complete to the best of my knowledge and that the documents provided are certified copies in accordance with the Commonwealth Statutory Declarations Regulation 2018.
- I acknowledge that this information is provided to allow the Office of the Children's Guardian to process a Working with Children Check Application, indicated in the APP number above. I confirm my understanding and acceptance of the consent.

Signature

Date

Complete this section if a person is completing the form on behalf of the applicant

Full Name

Relationship

Company

Phone

Address

Signature

Date

*Authorised carer under clause 30 or 31 of the Children and Young Persons (Care and Protection) Regulation 2012 (NSW) or a person applying to become an authorised carer under one of those clauses.

Principal Officer or approved day care provider to complete

If this form is for an authorised carer or someone applying to be an authorised carer, or their household member, the agency's Principal Officer must endorse this application and attest to the reasons on which the applicant relies.

If this form is for an adult household member residing in the home where home-based education and care services or family day care services are provided, then the head of the approved day care provider must endorse this application and attest to the reasons on which the applicant relies.

Full name

Agency or

Company

Phone

Address

Signature

Date

For authorised carer applicants applying to the Department of Communities and Justice (DCJ) for authorisation, your DCJ caseworker will send your documents to the DCJ Carers Register team. The DCJ Carers Register team will then forward them to the Office of the Children's Guardian at check@ocg.nsw.gov.au.

For authorised carer applicants applying to a non-government designated agency for authorisation, the Principal Officer of the agency will forward your application to the Office of the Children's Guardian at check@ocg.nsw.gov.au.

What proof of identity documents do you need to provide?

You will need to provide a total of four (4) proof of identity documents:

- One (1) commencement of identity document (such as birth certificate)
- One (1) primary use in the community document (such as driver license)
- Two (2) secondary use in community documents (such as Medicare card and bank card)

The combination of the identity documents collected must contain your:

- First name and surname in full
- Date of birth
- Photograph

Proof of identity documents must be certified true copies. A certified copy means a document has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulation 2018 (Cth) – refer to <https://www.legislation.gov.au/Details/F2018L01296>

Do not send original documents.

Commencement of identity documents – provide 1

Full Australian birth certificate (not an extract or birth card)

Current Australian passport (not expired)

Australian Visa current at the time of entry to Australia as a resident or tourist supported by current overseas passport

Current ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services

Current certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia

Current document of identity issued by DFAT to Australian citizens or people who have the nationality of a Commonwealth country for travel purposes.

An Australian naturalisation or citizenship document (including Citizenship by Descent) issued by the Department of immigration and Border Protection.

Primary use in the community documents – provide 1

Current Australian driver license, learner permit or provisional license issued by a state or territory, showing a signature and/or photo and the same name as claimed

Current passport issued by a country other than Australia supported by your current Australian visa document

Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo

Current shooters or firearms license showing a signature and photo (not minor or junior permit or license)

Secondary use in the community documents – provide 2

Current Medicare card

Current security guard or crowd control photo license

Evidence of current right to an Australian government benefit (Centrelink or Veterans' Affairs).
Card or interim letter are suitable evidence, statements will not be accepted.

Current consular photo identity card issued by DFAT

Current photo identity card issued by the Australian Defence Force

Current Police force ID card issued to an officer by a police force

Current Australian tertiary or secondary student photo identity document (if it does not have an expiry date and has only issue date, accepted up to 2 years from the date of issue)

Academic transcript from an Australian university up to 12 months from date of issue

Current credit or account card issued by a bank, building society, credit union, American Express or Diners Club International displaying the applicant's name and signature

State/territory government rates assessment notice up to 12 months old

Australian utility bill showing the applicant's name and address up to 12 months old

Bank statement or letter up to 12 months old, issued by a bank, building society, credit union, American Express or Diners Club International including the applicant's family name and first name in full, account number or account type, and financial institute letterhead or financial institute branch stamp.