

# Carers Register: Fact sheet 7

## Approved proof of identity documents – assessable residents

Version June 2024

[www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)

---

## About the NSW Office of the Children's Guardian (OCG)

The OCG is an independent, statutory authority committed to delivering better outcomes for children and young people in supported and statutory out-of-home care (OOHC). We are a regulator – not a provider of care services. We accredit and monitor the performance of agencies that arrange statutory and supported OOHC and adoption services. The OCG administers the Carers Register, a database of persons authorised to provide or who apply to provide statutory or supported out-of-home care services in NSW. Household members are also recorded on this database.

---

## Overview

Designated out-of-home care agencies are required to obtain proof of identity for 'assessable persons' to establish who they are. An assessable person is defined in the regulations are:

- people who have applied to be an authorised carer
- prospective guardians, and
- co-residents.

'Assessable persons' who are 18 and over are required to have a Working with Children Check (WWCC), and must provide proof of identity to the designated agency in line with [WWCC requirements](#).

If an 'assessable person' does not require a WWCC there is a list of documents approved by the Children's Guardian that can be used to confirm their identity. These approved documents are to be used in circumstances where the 'assessable person' is:

- 16 years or over, or
- under 16 years of age but is required to have a nationwide or other criminal record check or Community Services check under Schedule 2: Section 5 of the Children and Young Persons (Care and Protection) Regulation 2022

---

## Approved identity information documents

The list of identity documents approved by the Children's Guardian is outlined below:

- (1) If the person has an Australian Driver Licence, that Licence and two other forms of identification referred to at (3).
- (2) If the person does not have an Australian Driver Licence, three forms of identification referred to at (3).
- (3) The following documents are prescribed:
  - (a) Passport
  - (b) Birth Certificate
  - (c) Certificate of Marriage or Change of Name
  - (d) Decree nisi or decree absolute in divorce
  - (e) Citizenship Certificate
  - (f) Government issued identity card
  - (g) Government issued license
  - (h) Government issued proof of age card
  - (i) Senior Citizen or Government concession card
  - (j) Medicare Card
  - (k) Private Health Care Card
  - (l) Union or Professional membership card
  - (m) Photographic employee identity card
  - (n) Student identity card
  - (o) Utility account (for example electricity, gas, water, telephone)
  - (p) Rates notice
  - (q) Signed rental agreement or Department of Communities and Justice housing rental agreement
  - (r) Credit card.
- (4) All approved identity information documents obtained must be original current documents or certified copies of current documents.
- (5) At least one of the documents obtained must have a photograph of the person.
- (6) At least one of the documents obtained must have the signature and the date of birth of the person.

---

## Certified copies of documents

- (1) A copy of a document should be certified by a qualified person, who provides their full name, signature, qualification and date on the certification, along with the words “I certify this to be a true and accurate copy of the document reported to me to be the original document”, or words that are substantially the same.
- (2) The following are qualified persons for the purposes of this Order.
  - (a) the official records department of the institution that originally issued the documents
  - (b) a Justice of the Peace with a registration number
  - (c) an accountant – must be a member of a recognised professional accounting body or a Registered Tax Agent
  - (d) a person listed on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner
  - (e) a barrister, solicitor or patent attorney
  - (f) an Australian overseas diplomatic mission
  - (g) a police officer
  - (h) a postal manager
  - (i) a bank manager, but not a manager of a bank travel centre
  - (j) a credit union branch manager
  - (k) a commissioner for declarations
  - (l) a principal of an Australian secondary college, high school or primary school
  - (m) a medical practitioner
  - (n) a minister of religion (or equivalent).

---

## If an assessable person is unable to meet the identity requirements

Assessable residents who require a National Police Check (NPC) but do not meet the above identity requirements may apply the same proof of identity requirements as those required by the ACIC for the National Police Checking Service.

If an assessable resident is not able to meet these identity requirements and are exempt from an NPC, please contact the OCG Carer and Residential Worker Monitoring Team for advice [carers-register@ocg.nsw.gov.au](mailto:carers-register@ocg.nsw.gov.au)

### Office of the Children’s Guardian

[www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au)

Switchboard: (02) 8219 3600

Locked Bag 5100  
Strawberry Hills NSW 2012