



100 Points of Identification Guidelines

1.100 Points of Identification Documents

At least one identity document supplied must contain a **colour** photograph.

1.1 Primary Documents

POINT VALUE	ONE DOCUMENT MAY BE SUPPLIED FROM THE FOLLOWING (NO ADDITIONAL POINTS FOR MULTIPLE DOCUMENTS)
70 points	<ul style="list-style-type: none">• Birth Certificate; or• Citizenship Certificate; or• Current Passport; or• Expired Passport, which has not been cancelled and was current within the preceding two years; or• Other document having the same characteristics as a passport, including diplomatic documents and certain documents issued to refugees.

1.2 Secondary Documents

POINT VALUE	ONLY ONE DOCUMENT FROM EACH CATEGORY MAY BE USED FOR THE REMAINING 30 POINTS THAT ARE REQUIRED TO ESTABLISH IDENTITY
40 points	Document - must have a photograph and a name <ul style="list-style-type: none">• Driver's Licence issued by an Australian State or Territory; or• Licence or permit issued under a law of the Commonwealth, State or Territory Government - (e.g. a boat licence); or• Identification card issued to a public employee; or• Identification card issued by the Commonwealth, State or Territory Government as evidence of the person's entitlement to a financial benefit; or• An identification card issued to a student at a tertiary institution.
35 points	Document - must have a name and address <ul style="list-style-type: none">• A document held by a cash dealer giving security over your property; or• A mortgage or other instrument of security held by a financial body; or• Document from your current employer or previous employer within the last 2 years; or• Land Titles Office record; or• Document from the Credit Reference Association of Australia.

25 points	<p>Document - must have a name and signature</p> <ul style="list-style-type: none"> • Marriage certificate (for maiden name only); or • Credit Card; or • Foreign Driver's Licence; or • Medicare Card (signature not required on Medicare Card); or • EFTPOS Card.
25 points	<p>Document - must have a name and address</p> <ul style="list-style-type: none"> • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny; or • Records of public utility - phone, water, gas, electricity bill; or • Records of a financial institution; or • A record held under a law other than a law relating to land titles; or • Council rates notice.
25 points	<p>Document - must have a name and address</p> <ul style="list-style-type: none"> • Rent/Lease agreement; or • Rent receipt from a licensed real estate agent.
25 points	<p>Document - must have a name and date of birth</p> <ul style="list-style-type: none"> • Record of a primary, secondary or tertiary educational institution attended by you within the last 10 years; or • Record of professional or trade association of which you are a member.

2. Persons Authorised to Certify 100 Points of Identification Documentation

Copies of all documents must be legible and any photograph must be **colour** and clearly identifiable. Certification must be on the front of the photocopied document, not the reverse, unless it would render the photocopy illegible.

Below is a list of persons who are authorised to certify photocopies the 100 points of identification documents. The person certifying the document must note that it is *a true copy of the original document, which I have sighted* and print their name, the date and qualification that enables them to certify the document, in addition to signing their declaration.

2.1 Members of Certain Professions

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Veterinary Surgeon
- Police Officer
- Registrar, or Deputy Registrar, of a Court
- Sheriff
- Sheriff's Officer
- Teacher employed on a full-time basis at a school or Tertiary Education Institution

2.2 Other Persons

- Agent of the Australian Postal Corporation who is in charge of an office
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Bank Officer with 5 or more years of continuous service
- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Commonwealth Court
- Civil Marriage Celebrant
- Clerk of a court
- Commissioner of Affidavits
- Commissioner of Declarations
- Credit Union Officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Australian Defence Force who is:
 - An officer; or
 - A non-commissioned officer with 5 or more years of continuous service
- Member of the Institute of chartered Accountants in Australia
- Member of the Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers, Australia
- Member of:
 - The Parliament of the Commonwealth;
 - The Parliament of a state;
 - A Territory legislature; or
 - A Local Government Authority of a State or Territory.
- Minister of religion registered under Division 1 of the Marriage Act 1961
- Notary Public
- Permanent employee, with 5 or more continuous years of service of any of the following:
 - The Commonwealth or of a Commonwealth authority;
 - A state or Territory or of a state or Territory Authority; or
 - A Local Government Authority.