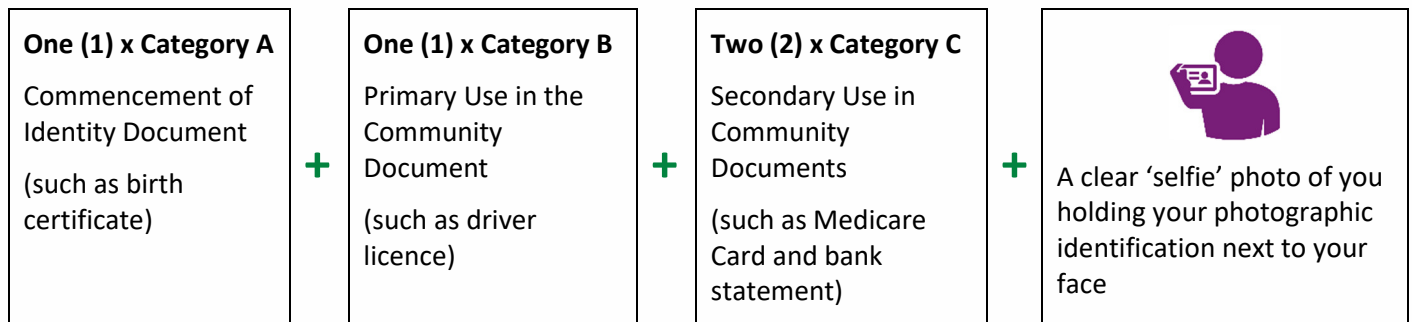


## Identification (ID) Requirements for the NDIS Worker Screening Check

You must provide proof of identity documents<sup>1</sup> when you apply for a NDIS Worker Screening Check. SAFE NT need this proof to confirm who you are and match your identity with any relevant criminal history records, to assess whether you are eligible for a NDIS Worker Screening Clearance.

### What do I need to provide?

You must supply four (4) identification documents and a photo to link you with your NDIS Worker Screening Check application:



The combination of the identity documents must:

- include your full legal name
- include your date of birth
- include a photograph (provided on one of your identity documents)

Common Category A Documents:	Common Category B Documents:	Common Category C Documents:
<ul style="list-style-type: none"> <li>• Australian Birth Certificate.</li> <li>• Current Australian passport.</li> <li>• Australian Citizenship Certificate.</li> <li>• Australian Visa (supported by a foreign passport, which is needed for verification).</li> <li>• ImmiCard issued by Department of Home Affairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Australian driver licence, learner permit or provisional licence.</li> <li>• Australian marriage certificate issued by a state or territory.</li> <li>• Current proof of age or photo identity card.</li> <li>• Current shooter or firearm licence showing a signature and photo.</li> </ul>	<ul style="list-style-type: none"> <li>• Working With Children card.</li> <li>• Medicare card.</li> <li>• Enrolment with the Australian Electoral Commission.</li> <li>• Bank statement.</li> <li>• Australian Tax File Number / Tax Notice of Assessment.</li> <li>• Australian utility bill showing name and address.</li> <li>• Australian private health insurance card.</li> </ul>

<sup>1</sup> National Disability Insurance Scheme (Worker Clearance) Regulations 2021 (NT)



## Have you changed your name?

If your documents are in different names because your name has been legally changed, you will need to provide one (1) linkage document as evidence of your legal name change, in addition to the documents required above. This may be an Australian marriage certificate, or a revised and reissued Australian Birth Certificate showing your change of name.

## Why do I need to provide a 'selfie'?

Providing a photograph of you holding your verified photograph ID, assists SAFE NT confirm your identity. As you will be applying online, your photograph links you with your photo ID card image and details.

The photo is not a passport photo. It must be able to be compared to your Proof of Identity photographic documentation such as your passport or driver licence. It is to confirm you are who you say you are.

### Do:

- Hold the photo ID next to your face
- Take a close-up, face centred and straight
- Make sure it is a clear, focused image to be able to read the identifying information on your photo ID
- Have a plain background with no shadows

### Do not:

- Take the photo too far away
- Provide a blurry image
- Use filters or retouch the photograph in any way
- Have anything covering your face



### IMPORTANT

- If you do not provide the required documentation **it may result in your application being cancelled** which means you will need to submit your application again.
- You can only use each identity document **once**. One identification document CANNOT be used for Category A and B, for example.
- All documents must be current or valid. Documents that have expired will not be accepted as proof of identity.

## Apply for Special Provisions

In certain exceptional circumstances, an application may be made to SAFE NT requesting special provisions to provide alternative proof of identity documents to verify their identity. You will need to complete the Request for Special ID Provisions Form and email it to [safent.police@nt.gov.au](mailto:safent.police@nt.gov.au). The form is available on the SAFE NT NDIS website - <https://pfes.nt.gov.au/NDIScheck>.

## For more information

For further information relating to NDIS Worker Screening Checks in the Northern Territory, visit the SAFE NT website <https://pfes.nt.gov.au/NDIScheck>. Alternatively, contact SAFE NT by email at [safent.police@pfes.nt.gov.au](mailto:safent.police@pfes.nt.gov.au) or call 1800 723 368 (1800 SAFE NT).



# Example of ID Requirements

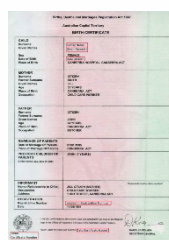
You will need:

1 x Category A	+	1 x Category B	+	2 x Category C	+	'Selfie' photograph
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## Category A Documents - Commencement of Identity (1 required)

- Australian Birth Certificate or authorized record of birth (not an extract or birth card).
- Current Australian passport.
- Australian Citizenship Certificate.
- Australian Visa (supported by a foreign passport, which is needed for verification).
- ImmiCard issued by Department of Home Affairs.

### Examples



Birth certificate



Australian Passport

## Category B Documents - Primary use in the community (1 required)

Showing a signature and/or photo

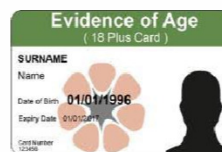
(Note: Document used for Category A cannot be used in Category B)

- Current Australian driver licence, learner permit or provisional licence.
- Current Australian passport.
- ImmiCard issued by Department of Home Affairs.
- Australian marriage certificate issued by a state or territory.
- Current passport issued by a country other than Australia with a valid entry stamp or visa.
- Current government issued proof of age card.
- A photo identity card issued by State/Territory/Commonwealth that includes photograph and date of birth.
- Current shooter or firearm licence showing a signature and photo.

### Examples



Driver licence



NT evidence of age card



NT POLICE,  
FIRE & EMERGENCY  
SERVICES

## Category C Documents - Secondary use in the community (2 required)

(Note: Document used for Category A or B cannot be used in Category C)

- Medicare card or Health Care card.
- Enrolment with the Australian Electoral Commission.
- Bank statement issued by an Australian Financial Institution.
- Australian Tax File Number / Tax Notice of Assessment.
- Australian utility bill showing name and address.
- Australian private health insurance card.
- Australian trade association card.
- Working With Children card or Vulnerable people card.
- Evidence of right to an Australian Government benefit (Centrelink or Veteran's Affairs).
- Current shooter or firearm licence.
- Australian secondary or tertiary student photo identity document.
- Certified academic transcript from an Australian university or a registered higher education provider.
- Local/State/Territory government rates assessment notice.
- Security guard or crowd control photo licence.
- Other State/Territory/Commonwealth issued:
  - Identity card or document evidencing an entitlement to a government benefit.
  - Identity card, licence or permit that contains your date of birth, full name and photograph.
- Certificate of identity issued by the Commonwealth to refugees and non-Australian citizens for entry to Australia.

## Examples



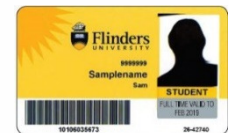
Working With Children Card



Firearm Licence



Medicare-card



Tertiary Student Photo ID



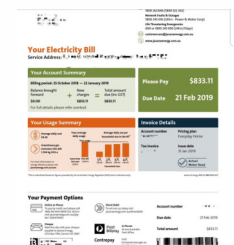
Health Care Card



Basics Card



Tax Notice of Assessment



Utility bill

### Category C Documents - Secondary use in the community (2 required)

*(Note: Document used for Category A or B cannot be used in Category C)*

- Document of identity issued by Commonwealth to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes.
- Convention travel document secondary (United Nations) issued by the Commonwealth.
- Foreign government issued identity documents (e.g. driver licence).
- A statutory declaration that meets the requirements of the Regulations.

### 'Selfie photograph'

- A clear 'selfie' photo of you holding your photographic identification next to your face (e.g. your drivers licence).
- It must be possible to compare your face with the picture on your ID and the details on your ID. It's important that it is in focus, clear and as close up as possible.

