

Special Identification Provisions

To apply for a National Disability Insurance Scheme (NDIS) Worker Screening Check you must provide proof of identity documents. 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 if I don't have enough acceptable ID?

It is expected that you make every attempt to access acceptable identification for yourself before taking the next step to apply for special provisions. Some examples of identification you can apply for are:

Category A	Apply for birth certificate	https://nt.gov.au/law/bdm/apply-for-birth-death-or-marriage-certificate
	Apply for a passport	https://www.passports.gov.au/getting-passport-how-it-works
Category B	Apply for an evidence of age card	https://nt.gov.au/driving/mvr-services/apply-for-nt-evidence-of-age-card
	Get your driver licence	https://nt.gov.au/driving/driverlicence/getting-an-nt-licence/get-your-driver-licence#:~:text=Before%20you%20can%20be%20issued,evidence%20of%20your%20NT%20residency.&text=If%20you%20live%20in%20a,driver%20licences%20for%20remote%20residents.
	Get a Working with Children Card	https://forms.pfes.nt.gov.au/safent/
Category C	Apply for a Medicare Card	https://www.servicesaustralia.gov.au/individuals/services/medicare/medicare-card
	Apply for a Centrelink Basics Card	https://www.servicesaustralia.gov.au/get-new-basicscard-for-income-management-if-its-lost-stolen-or-damaged?context=65241
	Replace a Centrelink Health Care Card	https://www.servicesaustralia.gov.au/replace-lost-or-stolen-pensioner-concession-card-or-health-care-card?context=21981



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.

Examples of exceptional circumstances where you might not be able to provide the required identification are:

- If your birth was not registered;
- You are homeless;
- You are undocumented, or a recent arrival to Australia;
- You live in a remote area of Australia;
- You are transgender or intersex;
- You have been affected by a natural disaster;
- You have limited access to identity documents because of how you were raised;
- You are a foreign national and reside outside of Australia.

How do I apply?

You can apply for special provisions as you are filling in the online application form for the NDIS Worker Screening Check.

The form asks you what proof of identity documentation you are unable to provide, and to explain why you cannot provide the standard forms of identification.

When assessing your request for special provisions to provide alternative identity documents, SAFE NT must be able to confirm that your claim is legitimate and seek as much evidence as possible from you. SAFE NT may need to contact you to seek further information.

If SAFE NT approves your request for special ID provisions, you will be contacted by email with advice on how to proceed. In most cases it will involve you providing a different combination of accepted proof of identity documents and may include a statutory declaration from a referee.

The referee must have known you for at least 12 months and must not be a relative. The referee must confirm your identity in the statutory declaration. The statutory declaration must contain the following information:

- your current name and any previous names you have been known by
- your current residential address
- your date of birth
- the signature, full name and contact details of the referee signing the declaration
- a photograph of you and statement confirming that it is a true image of you

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 or call 1800 723 368 (1800 SAFE NT).

