

NDIS Worker Screening – Request for Special ID Provisions

This form is to be used by an applicant who is unable to provide all of the identity documents required for a NDIS Worker Screening Check application due to exceptional circumstances.

Exceptional circumstances only apply where the person **does not possess** and is **unable to obtain** the identity documents. Inconvenience or time is not a sufficient reason. The responsibility is on to you to demonstrate that exceptional circumstances apply and that all attempts and options to obtain ID have been exhausted. **Special provisions are a last resort.** Requests for special provisions are assessed on a case-by-case basis and SAFE NT is under no obligation to approve a request if it is not considered exceptional or legitimate.

You will receive email notification from SAFE NT if your request for special ID provisions has been approved. SAFE NT will then provide instructions on how best to complete the application process.

First Name:												
Last Name:												
Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y	Contact Number:	
Email Address:												
Residential Address:												
Postal Address:												

Please 'tick' the relevant boxes below with the exceptional circumstances that relate to your situation

- | | |
|---|---|
| <input type="checkbox"/> Birth was not registered | <input type="checkbox"/> Undocumented or recent arrival to Australia |
| <input type="checkbox"/> Live in remote areas | <input type="checkbox"/> Foreign nationals residing outside of Australia |
| <input type="checkbox"/> Transgender or intersex | <input type="checkbox"/> Limited access to identity documents due to age, how you were raised or your ability to participate in society |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Other |
| <input type="checkbox"/> Affected by natural disaster | |

All correspondence to you will be from police.safent@pfes.nt.gov.au. Please make sure that these emails do not go to your spam folder.



Please explain your situation below that requires you to request special ID provisions

Please explain how you have tried to obtain the ID you require for the application or why you are unable to obtain the required ID

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Please 'tick' the relevant boxes below with the ID documents you **are able to** provide as evidence of your identity, if any (this will help SAFE NT determine what special provisions may need to be applied)

A	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Australian Visa
	<input type="checkbox"/> Australian Citizenship Certificate	<input type="checkbox"/> Foreign Passport	<input type="checkbox"/> Immicard
B	<input type="checkbox"/> Drivers licence	<input type="checkbox"/> Marriage certificate	<input type="checkbox"/> Proof of age card
	<input type="checkbox"/> Current foreign passport	<input type="checkbox"/> Photo identity card	<input type="checkbox"/> Other immigration document
C	<input type="checkbox"/> Firearm licence	<input type="checkbox"/> Bank statement	<input type="checkbox"/> Private health insurance card
	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Power or water bill	<input type="checkbox"/> Evidence of Centrelink (or other) registration/ benefits
	<input type="checkbox"/> Student photo ID	<input type="checkbox"/> Enrolment with the electoral commission	<input type="checkbox"/> Tax File Number / Tax Return
	<input type="checkbox"/> Ochre Card (Working With Children Card)	<input type="checkbox"/> Certified academic transcript (Australia)	<input type="checkbox"/> Other immigration/travel document
	<input type="checkbox"/> Security or crowd control licence		

☐ Other ID document (please list below and supply a copy with this form)

Other ID documents that may contain your full legal name and/or date of birth and/or a photo of you

In signing this NDIS Worker application below, I acknowledge and confirm:

- I am the person identified as the applicant above;
- The information I have provided in this form is true and correct; and
- I understand that it is an offence to provide false or misleading information.

Full Name:

Signature:

Date:

D

D

/

M

M

/

Y

Y

Y

Y

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**NT POLICE,
FIRE & EMERGENCY
SERVICES**

**Office use only:**

Assessment criteria		Yes	No
1	Is the request for special provisions approved?	<input type="checkbox"/>	<input type="checkbox"/>
2	Minimum of 4 x identity documents can be provided (any combination)	<input type="checkbox"/>	<input type="checkbox"/>
3	At least 1x ID shows applicant's full name	<input type="checkbox"/>	<input type="checkbox"/>
4	At least 1 x ID shows date of birth	<input type="checkbox"/>	<input type="checkbox"/>
5	At least 1 x ID document has a photo of the applicant	<input type="checkbox"/>	<input type="checkbox"/>
6	Linkage is confirmed (by selfie photo or other means)	<input type="checkbox"/>	<input type="checkbox"/>
7	Acceptable statutory declaration provided (if required)	<input type="checkbox"/>	<input type="checkbox"/>
8	Certified passport photo has been provided (if required)	<input type="checkbox"/>	<input type="checkbox"/>

If answered No to 2, 3 and 4, then a statutory declaration from a referee will be required.

If answered No to 5 then a certified passport photo in accordance with the Statutory Declarations Regulations will be required.

Rationale for decision

Signature: _____

Approver Name: _____

Date: _____

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