



Pre-Engagement Pack

Applicant's Instructions for this Pack

You must provide accurate, complete and up-to-date personal information on this pack. Withholding and/or providing misleading or false information on this pack is a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995 (Cth)*.

If you think that you may have provided incorrect or incomplete information you must contact the manager, hiring business area or third party recruitment agency who provided you with this pack as soon as possible.

1. Read this pack, especially the Purpose, Privacy Notice and Informed Consent.
2. Do not complete **Section A** of this pack – this section will be completed by the manager, hiring business area or third party recruitment company.
3. Complete **Sections B to G** of this pack. Please note:
 - a) the consent signature in **Section E** may be an electronic scanned version of your physical signature, however, it **MUST** match your signature on your identity documentation.
 - b) the Statutory Declaration **MUST** be physically signed by you in pen and it **MUST** be signed and witnessed at the same time and on the same day.
4. Complete the checklist at **Section G** to ensure that you have completed all required sections.
5. Submit **Sections A to G** of this pack and all of your required identity documents to the manager, hiring business area or third party recruitment company who provided you with this pack. You can do this via email or in person, but not both. Please note:
 - a) your full name **MUST** appear on every document (if documents supplied do not show your current name, you **MUST** provide evidence of a change of name).
 - b) your date of birth **MUST** appear on at least one document.
 - c) your signature **MUST** appear on at least one document.
 - d) your current address **MUST** appear on at least one document.
 - e) a clear and recognisable photograph **MUST** appear on at least one of your commencement or primary documents, if not, you must submit a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 2018 (Cth)*.
 - f) all documents **MUST** be current, valid, clear and legible (in colour, minimum 300DPI). **DO NOT SUBMIT ORIGINAL DOCUMENTS.**
 - g) you **MUST** supply a copy of both the front and back of each identity document if it is two sided, except for bank card/credit cards, where only the front of the card stating your name is required (you can also cross out the card number).
 - h) if any document is in a language other than English, it **MUST** be translated by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) and both the translation and a copy of the original document **MUST** be provided.
6. If you are emailing this pack, please ensure that you:
 - a) save this pack and other documents in PDF or Word format;
 - b) label your documents as follows:
 - I. Pre-engagement Pack – surname, first name, eg *Pre-engagement Pack – Doe Jane*;
 - II. Identity document name – surname, first name, eg *Passport – Doe Jane*.
 - III. attach this pack and other documents to your email. Your email should not exceed 2MB. If it is larger than 2MB, compress and zip your documents before attaching them.



Australian Government

Purpose

Services Australia is a nominated provider of Commonwealth shared services. Services Australia provides shared services arrangements to other government agencies.

Services Australia conducts pre-engagement checks for any individual who will have non-public access to Services Australia's or another engaging government agency's resources (information, buildings, systems, assets, staff and customers).

This Pre-Engagement Pack outlines the information you need to provide so that Services Australia can conduct pre-engagement checks.

This section outlines the information you need to provide, the information that Services Australia collects, the reason it is collected and used and the way it is stored and accessed.

All information collected as part of the pre-engagement checks are stored and destroyed in accordance with the *Archives Act 1983*.

Who completes this pack?

The manager, hiring business area or third party recruitment agency (whichever is applicable) must complete Section A – Position Information.

You (as the individual) must complete Sections B to F. You must provide your personal details and informed consent. You must also provide your identity documents, outlined in Section G. If you are under 18 years of age, your parent or legal guardian must complete this pack on your behalf.

How will my information be used?

Services Australia uses the information in this pack to confirm your identity, to run employment, performance and conduct history checks, citizenship and work rights checks, or other agency specific checks. It may also be used for recruitment, employment and service delivery related purposes (this may include to manage your employment or contract if you commence with the engaging agency, either directly or via a third party employer).

What is an identity check?

An identity check is conducted by Services Australia to confirm that you are who you say you are, and may involve:

- confirming your birth in Australia or arrival in Australia
- confirming the use of your identity in the community
- ensuring the identity you claim is legitimate
- linking the identity to the individual claiming the identity
- ensuring the identity you claim has not been used fraudulently.



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What are employment, performance and conduct history checks?

Employment, performance and conduct history checks are conducted with your informed consent and may involve:

- confirming your employment history
- determining if you have been subject to investigations into a suspected or actual breach of the APS Code of Conduct or any employment standards set by your current and previous employer/s
- determining if you have been subject to any disciplinary action during the course of your employment
- seeking other employment, performance and conduct information from current and previous employers relevant to the job you have applied for.

What are citizenship and work rights checks?

Where applicable, citizenship and work rights checks are conducted with your informed consent and may involve confirming your citizenship and checking your visa details and entitlements. You can also check your visa details with the [Department of Home Affairs](#).

What are Working with Children and Vulnerable People Checks (WWCVP)?

Where applicable, WWCVP checks are conducted to ensure that you are suitable to interact with children or vulnerable people. If the role you are applying for requires a WWCVP check from the State or Territory government in your jurisdiction, your manager, hiring business area or third party recruitment agency will send you more information in relation to obtaining or providing evidence of the relevant State/Territory WWCVP check.

What are agency specific checks?

Agency specific checks are additional checks to those described above. The engaging agency may, at their discretion, conduct these additional checks to ensure that you are suitable to have non-public access to their resources.



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Privacy notice

Your personal information is protected by law including the *Privacy Act 1988*. Your information is being collected by Services Australia for employment related activities undertaken by Services Australia. Services Australia may be undertaking these activities on behalf of other agencies such as the Department of Veterans' Affairs (DVA), the National Disability Insurance Scheme Quality and Safeguards Commission (NDIS Commission), or the National Disability Insurance Agency (NDIA). Information provided to the NDIA is also protected by the NDIS Act.

Services Australia requires your personal information to perform employment and payroll services and functions under the *Public Service Act 1999*. Services Australia may disclose your personal information with the agency that engaged you. Services Australia may also disclose your information where you have agreed to that disclosure, or where such disclosure is required or authorised by law (including for the purposes of conducting investigations). If this information is not collected, Services Australia will be unable to perform those employment and payroll services and functions.

You can find more information, including relevant privacy policies, at:

[Services Australia](#)

[Department of Veterans' Affairs](#)

[National Disability Insurance Scheme Quality and Safeguards Commission](#)

[National Disability Insurance Scheme](#)



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Section A – Position Information

This section to be completed by the manager, hiring business area or third party recruitment agency

Provide details of the position being applied for, including job title and location, eg Recruitment Advisor – Services Australia Corporate Office – ACT. **DO NOT** use abbreviations/non-descriptive terms such as ICT Contractor. If this section is not completed correctly, it will be returned to you.

Pre-engagement checks **will not** be conducted until all information is provided.

Applicant Name	
Job Title	<i>Example only: Service Officer – Smart Centre</i>
Requesting Area/Branch	
Department/Agency	
Contact Person	
Contact Phone	
Work location/Site	
Third Party Organisation / Company Name	

Employee Type:

APS Employee (ongoing) <input type="checkbox"/>	APS Secondee <input type="checkbox"/>
APS Employee (non-ongoing) <input type="checkbox"/>	Non APS Secondee <input type="checkbox"/>
APS Employee (Irregular and Intermittent Employee) <input type="checkbox"/>	Labour Hire <input type="checkbox"/>
Consultant/Contractor <input type="checkbox"/>	Service Staff <input type="checkbox"/>
NDIA Partner <input type="checkbox"/>	External Systems Access <input type="checkbox"/>



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Section B – Personal Information

B1. Please read this before answering the following questions

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names. With each name you provide, you must include your family name, first given name and other given names (if applicable).

Current Primary Name

Family Name	First Given Name(s)	Other Given Name(s)

Other Known Name(s) (if applicable)

Family Name	First Given Name(s)	Other Given Name(s)
<input type="radio"/> Birth	<input type="radio"/> Alias	<input type="radio"/> Previous

Family Name	First Given Name(s)	Other Given Name(s)
<input type="radio"/> Birth	<input type="radio"/> Alias	<input type="radio"/> Previous

Family Name	First Given Name(s)	Other Given Name(s)
<input type="radio"/> Birth	<input type="radio"/> Alias	<input type="radio"/> Previous

If more room is required, please list on a separate sheet, sign and attach to this pack.

B2. Please read this before answering the following question

If you cannot provide all of your birth details, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

You must select the gender which best describes how you identify yourself within the community.

Birth and Gender Details

Suburb/Town of Birth		State/Territory of Birth	
Country of Birth		Date of Birth	

Gender	<input type="radio"/> Female	<input type="radio"/> Male	<input type="radio"/> Indeterminate/intersex/unspecified
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B3. Please read this before answering the following question

Provide your current contact and address details. Your current address must be a valid Australian address where you are currently residing.

If you are unsure how to complete this section, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

Email and Phone Contact Details

Email Address	Primary Phone Number	Secondary Phone Number

Current Address Details

Street Number and Name	Suburb/Town	State	Postcode	Dates Residing at Address (Month/Year)
				/ to Current

B4. Please read this before answering the following question

If you have a current Australian driver's licence and/or an Australian firearms licence, you must provide the licence number and the state/territory that issued your licence.

If you have a current passport, you must provide the passport number and the country that issued your passport.

Licence/Passport Details (if available)

Drivers Licence Number		State/Territory issued by	
Firearms Licence Number		State/Territory issued by	
Passport Number		Country issued by	



Section C - Citizenship and Work Rights

C1. Please read this before answering the following question

You must disclose all information about your citizenship. If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

Are you an Australian citizen?

Yes <input type="radio"/>	No <input type="radio"/>
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If you answered NO above, you may need to provide additional documentation. The manager, hiring business area or third party recruitment agency who provided you with this pack will advise you separately of what that documentation may be, if applicable.

Do you have any other citizenship(s)?

Yes <input type="radio"/>	No <input type="radio"/>
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If you answered YES above, please advise your other citizenship(s).

Other citizenship(s)	
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C2. Please read this before answering the following question

If you are a citizen of another country and ARE NOT an Australian citizen you must provide the following details so that Services Australia can confirm your work rights status.

If you cannot provide full details, provide as much information as possible.

If you are unsure how to complete this section, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

International passport number	
Issuing country	
Visa number	
Visa expiry date	



Section D – Employment, Performance and Conduct History

D1. Please read this before answering the following questions

You must answer all of the following questions about your employment history. If you are unsure how to complete this section, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

Employment History	Yes	No
In the past five years, have you worked in the Australian Public Service? This includes current employment.	<input type="radio"/>	<input type="radio"/>
In the past five years, have you undertaken work for the Australian Public Service via a third party employer? This includes contracting/labour hire, service provider, consulting, secondees, work experience or other such arrangements, including any current employment.	<input type="radio"/>	<input type="radio"/>

If you answered YES to any of the above questions, you must list the employer, dates of employment, and (if relevant) details of work/contract performed (for which organisation, nature of the work performed).

Example only: Department of Employment. Employed as APS. Feb 2016 – Dec 2016. Provide AGS/personnel number if known.

If more room is required, please list on a separate sheet, sign and attach to this pack.



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D2. Please read this before answering the following questions

You must answer all of the following questions about your performance and conduct history. If you are unsure how to complete this section, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

Performance and Conduct History	Yes	No
In the past five years have you been subject to any investigation into a suspected breach of the APS Code of Conduct or any employment standards set by your employer?	<input type="radio"/>	<input type="radio"/>
In the past five years have you been subject to any disciplinary action during the course of your employment? Examples of disciplinary action include termination of employment, reduction in classification, reassignment of duties, reduction in salary, deductions from salary by way of fine, a reprimand or counselling.	<input type="radio"/>	<input type="radio"/>

If you answered YES to any of the above questions, you must list the employer, dates of employment, details of the investigation and/or disciplinary action for each incident (including where no formal breach was recorded). You must also list any additional information that may assist with your employment suitability assessment.

Example only: Department of Employment. Employed as APS. Feb 2016 – Dec 2016. Provide AGS/personnel number if known.

If more room is required, please list on a separate sheet, sign and attach to this pack



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Section E – Informed Consent

Your informed consent is needed before Services Australia can conduct pre-engagement checks.

It is important that you read and understand the following acknowledgement and consent statements. If you do not understand anything, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

You must sign and date this section of this pack to give your consent.

I, , ,

Given Name(s) Family Name

1. Declare that I have fully and accurately completed this pack, and the personal information I have provided relates to me and contains my full name and all names previously used by me.
2. Acknowledge that:
 - a) withholding and/or providing misleading or false information in this pack and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth)
 - b) any information that I send, by mail or electronically, in relation to this pack, including any identity documents, is at my own risk and I am aware of the consequences of these methods of lodgment
 - c) Services Australia may conduct checks or enquiries external to Services Australia, with other persons, agencies or organisations, for example, my previous employer or the Australian Taxation Office, in relation to information that may be relevant to this suitability assessment
 - d) Services Australia may conduct checks with programs such as Centrelink, Medicare and Child Support, in relation to information that may be relevant to this suitability assessment (if applicable)
 - e) police information relating to me may be disclosed to Services Australia or shared services agencies, in accordance with applicable legislation and information release policies (including Commonwealth, state and territory spent convictions legislation)
 - f) Services Australia may disclose personal information, employment and conduct history information relating to me, to the shared services agency with whom I am to be engaged (if applicable)
 - g) the shared services agency with whom I am to be engaged, may conduct additional agency specific checks (if applicable).
3. Consent to:
 - a) Services Australia using the Document Verification Service (DVS) to verify the authenticity of my identity documents
 - b) Services Australia conducting a Visa Entitlement Verification Online (VEVO) check to confirm my work rights (if applicable)



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- c) Services Australia checking the authenticity of the documents I have provided (including any change of name or naturalisation certificates) with the Commonwealth, State or Territory agency that issued the document
- d) Services Australia conducting checks with, or collecting information from, other persons, agencies or organisations, in relation to my employment, performance and conduct history (if applicable)
- e) Services Australia conducting checks with programs such as Centrelink, Medicare and Child Support
- f) the shared services agency with whom I am to be engaged, conducting additional agency specific checks (if applicable)
- g) police information relating to me, being disclosed to the ACIC, Services Australia and/ or the shared services agency, in accordance with applicable legislation and information release policies (including Commonwealth, state and territory spent convictions legislation)
- h) my personal information, employment and conduct history information being disclosed to the shared services agency with whom I am to be engaged (if applicable).

Individual

Print full Given name(s) and Family Name

Signature

Date

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Parent or Legal Guardian (where the applicant is under the age of 18)

Print full Given name(s) and Family Name

Signature

Date

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Section F – Statutory Declaration

How to Complete a Statutory Declaration

You must complete and submit this Statutory Declaration as part of this pack. Make sure when you complete the Statutory Declaration that:

- you provide all information requested in the left hand margin
 - **name** (your name should be your full legal name)
 - **address** (your address should be your home address, or a place where you can be contacted such as your work address).
 - **occupation** (your occupation is your type of job. If you don't have a job, write unemployed, or student (if you are a student)).
- it is signed and witnessed at the same time and on the same day
- it is witnessed by an authorised witness (ensuring that the witness provides their authority to witness the Statutory Declaration)
- signatures are in pen - electronic signatures are not permitted
- any corrections or changes made after your witness has signed the Statutory Declaration must be made in front of the same witness, ruled out in pen (do not use white-out) and the changes initialed by both you and the witness.

If your Statutory Declaration is not correct, Services Australia will contact you to provide a new copy and your pre-engagement checks will not progress until this is received.

Witnesses to a Statutory Declaration

There are a number of people who can witness a statutory declaration. A Commonwealth [statutory declaration](#) under the [Statutory Declarations Act 1959](#) will need to be witnessed by a person who is both:

- on the list of authorised witnesses (page 15), and
- has a connection to Australia.

If you are currently overseas, you may be able to find someone who is an authorised witness at your nearest Australian Embassy, High Commission or Consulate.

For more information, including contact details, visit the [Department of Foreign Affairs and Trade](#) or [Smartraveller](#) website. An authorised witness overseas may attract a fee under the [Consular Fees Act 1955](#).

Providing false and/or misleading information

When you make a statutory declaration, you are declaring that the statements in it are true.

If you intentionally make a false statement in a statutory declaration, you could be charged with a criminal offence. If convicted, you could be fined or jailed for up to 4 years or both. This is also applicable to witnesses.



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Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I: <i>(print full name)</i>	
Of: <i>(residential address)</i>	
Occupation: <i>(if applicable. If not, print "unemployed")</i>	

make the following declaration under the *Statutory Declarations Act 1959*:

1. all of the documentation I have supplied for this pre-engagement check process are copies of authentic documents issued to me.
2. all of the information I have provided in this Pre-Engagement Pack is true and accurate, in relation to me.
3. give my informed consent for the required checks to be undertaken, including my personal information being provided to any persons, agencies, departments and organisations, for the purposes of those checks.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature: <i>(of person making declaration)</i>	
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Declared at:

Place: <i>(Town or City and State)</i>	
On <i>Day:</i>	<i>Month:</i>
	<i>Year:</i>

Before me: *(before whom the declaration is made)*

Signature: <i>(of authorised witness)</i>	
Name: <i>(print full name)</i>	
Address:	
Qualification: <i>(please refer to the authorised witness qualifications overleaf)</i>	

Note 1 - A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 - Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.



A statutory declaration under the *Statutory Declarations Act 1959* may be made before:

- (1) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- (2) a person who, under a law of the Commonwealth, a State or Territory, is currently licensed or registered to practice in Australia in one of the following occupations:

Architect	Chiropractor	Dentist
Financial Advisor	Financial Planner	Legal Practitioner
Medical Practitioner	Midwife	Migration Agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

- (3) a person who is in the following list:

- Accountant who is:
 - a fellow of the National Tax Accountants' Association; or
 - a member of any of the following:
 - Chartered Accountants Australia and New Zealand;
 - the Association of Taxation and Management Accountants;
 - CPA Australia;
 - the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list
- Employee of the Australian Trade and Investment Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - exercising the employee's function at that place
- Employee of the Commonwealth who is:
 - at a place outside Australia; and
 - authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - exercising the employee's function at that place
- Engineer who is:
 - a member of Engineers Australia, other than at the grade of student; or
 - a Registered Professional Engineer of Professionals Australia; or
 - registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - registered on the National Engineering Registered by Engineers Australia
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of the Australian Defence Force who is:
 - an officer
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
 - a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of:
 - the Parliament of the Commonwealth
 - the Parliament of a State
 - a Territory legislature
 - a local government authority
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public, including a notary public (however described) exercising functions at a place outside
 - the Commonwealth; or
 - the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
- Permanent employee of
 - a State or Territory or a State or Territory authority
 - a local government authority
 with 5 or more years of continuous service, other than such an employee who is specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- SES employee of the Commonwealth
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.



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Section G – Required Documents and Checklists

Please read this before completing the Identity Documents Checklist and the Submission Checklist.

Providing Proof of Your Identity

You must provide a **MINIMUM** of four documents and a statutory declaration with this completed pack to confirm your identity:

- 1 x commencement document to confirm your birth in Australia or arrival in Australia
- 1 x primary document to show the use of your identity in the community
- 2 x secondary documents to show the use of your identity in the community, and
- the signed and witnessed statutory declaration in **Section F** of this pack, declaring that the documents provided are authentic and the information provided is true and accurate.

Special Provisions

If you are Aboriginal or Torres Strait Islander, or you are a resident in a remote area or community, and your birth has never been registered, you can provide the following documents to confirm your identity:

- a confirmation of heritage document (i.e. letter from an Indigenous Organisation or a statutory declaration), or
- a proof of identification verification form for Aboriginal and/or Torres Strait Islander people whose births have never been registered (this form must be endorsed by an authorised referee), or
- proof of one parent's Australian citizenship status at the time of your birth.

If you are providing an identity document in a former name, you must also provide one of the following documents to verify your change of name:

- change of name certificate issued by the Australian Registry of Births, Deaths and Marriages (RBDM), or
- an Australian Marriage Certificate issued by a state or territory (church or celebrant-issued certificates are not accepted), or
- divorce papers issued by the family court, or
- a Deed Poll document.

If you are an Australian Citizen, but have lived overseas for a period greater than 12 months in the past five years, you **MUST** provide a Statutory Declaration different to the one in this pack, stating whether or not you have been involved with law enforcement officials in that country, and if so, the specifics of that involvement. For more information, please contact the manager, hiring business area or third party recruitment agency who provided you with this pack.

Providing Confirmation of Your Australian Citizenship

The evidence you need to provide to confirm your Australian citizenship depends on whether you were born in Australia before 20 August 1986, on or after 20 August 1986, or if you were born overseas. Regardless of when and where you were born, you can provide one of the following documents to confirm your Australian citizenship:

- a current Australian passport, or
- an Australian citizenship certificate issued by the Department Home Affairs, or
- a Citizenship by Descent extract.

If you cannot provide one of the above documents please follow the instructions listed below using the circumstance that is most relevant to you:

If you were born in Australia BEFORE 20 August 1986, you can provide your full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM).

If you were born in Australia ON or AFTER 20 August 1986, and

- **one of your parents was an Australian citizen at or before your birth,** you can provide your full birth certificate issued by an Australian RBDM, **plus:**
 - your parent's full birth certificate issued by an Australian RBDM, showing that



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- your parent was born in Australia before 20 August 1986, or
- your parent's Australian passport that was current at or before your birth, or
- your parent's Australian citizenship certificate detailing their acquisition of citizenship at or before your birth.

NOTE: if your parent was also born in Australia on or after 20 August 1986, you will also need to provide their full birth certificate issued by an Australian RBDM plus a grandparent's Australian birth certificate issued by an Australian RBDM, or their Australian citizenship certificate.

- **one (or both) of your parents was an Australian permanent resident at or before your birth**, you must provide evidence of your own Australian citizenship with an Australian citizenship certificate issued by the Department of Home Affairs.
- **neither parent was an Australian citizen or an Australian permanent resident at or before your birth, and you spent the first 10 years of your life in Australia**, you must provide evidence of your own Australian citizenship with an Australian citizenship certificate issued by the Department of Home Affairs.

If you were born overseas, you must provide one of the following documents to confirm your Australian citizenship:

- a current Australian passport, or
- an Australian citizenship certificate issued by the Department Home Affairs, or
- a Citizenship by Descent extract, or
- an Australian citizenship certificate of an Adoption in accordance with the Hague Convention on Intercountry Adoption or bilateral arrangement, or
- an extract from the Register of Australian Births Abroad.

If you are unable to provide any of the documents applicable to the circumstances described above that are relevant to you, you will need to [apply for evidence of Australian citizenship](#) issued by the Department of Home Affairs. The Department of Home Affairs website provides information on [how to apply for evidence of Australian citizenship](#).

Non-Australian Citizens

If you are a citizen of another country and ARE NOT an Australian citizen, you may need to provide additional documentation. The manager, hiring business area or third party recruitment agency who provided you with this pack will advise you separately of what that documentation may be, if applicable.

What is the Document Verification Service?

The Document Verification Service (DVS) is a national online system that allows Services Australia to verify your identity document with the agency who issued that document.

The following documents can be checked using the DVS:

- Australian Birth Certificate
- Australian Passport (current or expired less than 2 years ago)
- Australian Citizenship Certificate
- Australian Driver Licence
- Australian Marriage Certificate
- Medicare Card
- Change of Name Certificate.

What if I cannot meet the identity document requirements?

Services Australia recognises that in exceptional circumstances you may not be able to meet the minimum identity document requirements.

Please contact the manager, hiring business area or third party recruitment agency who provided you with this pack to assess your ability to meet the requirements and to determine the most suitable method to confirm your identity.



Identity Documents Checklist

You must provide a MINIMUM of **four** documents with this pack to confirm your identity:

- **one** commencement document to confirm your **birth** in Australia or **arrival** in Australia
- **one primary** and **two secondary** documents to show the use of your identity in the community.

Document Type(s)	
<p>Commencement Documents (you must provide ONE of the following):</p> <ul style="list-style-type: none"> • full Australian birth certificate* (not an extract or birth card) • current Australian passport* (not expired; however, if the DVS is used to verify the passport, it may be up to 2 years expired) • Certificate of Australian Citizenship • Australian Visa current at time of entry to Australia as resident or tourist • ImmiCard issued by the Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services • certificate of identity issued by the Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia • document of identity issued by the DFAT to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes • certificate of evidence of resident status. 	<input type="checkbox"/>
<p>Primary Documents (you must provide ONE of the following):</p> <ul style="list-style-type: none"> • current Australian driver's licence*, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed • Australian marriage certificate* issued by a state or territory (church or celebrant-issued certificates are not accepted) • current passport issued by a country other than Australia • current proof of age or photo identity card issued by an Australian government agency in your name with photo and signature • current shooter or firearms licence showing signature and photo (not minor or junior permit or licence) • for persons aged under 18 with no other Primary Use in Community Documents, a current student identification card with photo or signature. 	<input type="checkbox"/>
<p>Secondary Documents (you must provide TWO of the following):</p> <ul style="list-style-type: none"> • Medicare card* • bank card/credit card (front of card only) • enrolment with the Australian Electoral Commission • photo identity card issued: <ul style="list-style-type: none"> ▪ to an officer by a police force ▪ by the Australian Defence Force ▪ by the Australian Government or a state or territory government • evidence of right to a government benefit (Centrelink or Veterans Affairs) • credit reference check • security guard or crowd control photo licence • Australian secondary or tertiary student photo identity document • certified academic transcript from an Australian university • Aviation Security Identification Card/Maritime Security Identification card • certificate of identity issued by the DFAT • document of identity issued by the DFAT • convention travel document secondary (United Nations) issued by the DFAT • foreign government issued documents (for example driver licence) • consular photo identity card issued by the DFAT • trusted referees report/letter on company letterhead from a trusted source (for example your GP) • state/territory government rates assessment notice • Australian Taxation Office assessment notice • Australian utility bill (e.g. gas, electricity) showing name and address • Australian Private Health Insurance card 	<input type="checkbox"/> <input type="checkbox"/>
Special Provisions	
<p>For Aboriginal people, Torres Strait Islander people or residents in a remote area/community, whose birth has never been registered:</p> <ul style="list-style-type: none"> • confirmation of heritage documents (i.e. letters from an Indigenous Organisation or statutory declarations) • proof of one parent's Australian citizenship status at the time of birth using the proof of identification verification form for Aboriginal and/or Torres Strait Islander people whose births have never been registered (this form must be endorsed by an authorised referee) 	<input type="checkbox"/>

*These documents can be checked using the Document Verification System.



Submission Checklist

Prior to submitting this pack and documentation, you must complete the following checklist to ensure that this pack is processed as quickly as possible.

I have:	
1. Completed sections B to D of this pack.	<input type="checkbox"/>
2. Read and signed Section E – Informed Consent (may be physically signed or an electronically scanned version of your physical signature, but MUST match your signature on your identity documents).	<input type="checkbox"/>
3. Completed, signed and had appropriately witnessed, the Statutory Declaration (found at Section F) (MUST be physically signed by both applicant and witness).	<input type="checkbox"/>
4. Obtained and attached copies of the minimum number of identity documents set out in the identity document checklist (MUST be in colour and include both sides of each document).	<input type="checkbox"/>
5. Obtained and attached confirmation of Australian Citizenship documents described in Section G (where applicable).	<input type="checkbox"/>