



# Pre-Engagement Pack

## Applicant's Instructions for this Pack

You must provide accurate, complete and up-to-date personal information. 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.

The Department of Human Services (the department) is a nominated provider of Commonwealth Shared Services. The department provides shared services arrangements to the National Disability Insurance Scheme Launch Transition Agency (NDIA) and the Department of Veterans' Affairs (DVA).

The department conducts pre-engagement checks for any individual who will have non-public access to the department's or shared services agency's resources (information, buildings, systems, assets, staff and customers).

The engaging agency makes the final decision regarding your suitability assessment.

This Pre-Engagement Pack (PEP) outlines what you need to provide the department so that it can conduct a suitability assessment.

## What you need to do now

1. Read this pack, especially the Purpose, Privacy Notice and Informed Consent.
2. Do not complete **Section A** of this pack – this will be completed by the manager, hiring business area or third party recruitment agency.
3. Complete **Sections B to G** of this pack. Do not change the formatting. Please note that:
  - 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:
  - a. have completed all the required sections;
  - b. have provided colour copies of all of your required proof of identity documents.
5. Submit **Sections A to G** of this PEP and all your required documents to the manager, hiring business area or third party recruitment agency who provided you with this pack. You can do this either in person, or by email, but only submit it one way, not both.
6. If you are emailing your PEP, please ensure that you:
  - a. save your pack and other documents in PDF or Word format;
  - b. label your documents as follows:
    - i. PEP – surname, first name, eg *PEP – Doe Jane*;
    - ii. Identity document name – surname, first name, eg *Passport – Doe Jane*.
  - c. attach your PEP 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.

**Please ensure you complete all of the required fields in the PEP and submit all of the required documents outlined in Section G, otherwise your PEP will be returned to you to resubmit.**



## Information about this pack

### Terms used in this pack

Term	Description
Accredited body	The organisation that is accredited with the Australian Criminal Intelligence Commission (ACIC) and responsible for submitting your 'Pre-Engagement Pack including your informed consent' for a nationally coordinated criminal history check.
Australian Criminal Intelligence Commission (ACIC)	Australian Government agency responsible for facilitating access to nationally coordinated criminal history checks.
Department of Human Services (department or engaging agency, where applicable)	The Department of Human Services (DHS) is a nominated provider of Commonwealth Shared Services, and is the agency responsible for submitting requests for nationally coordinated criminal history checks and for undertaking employment, performance and conduct history checks, either for their own purposes or on behalf of the National Disability Insurance Agency or the Department of Veterans' Affairs under shared services arrangements.
Department of Veterans' Affairs (DVA, shared services agency, or engaging agency, where applicable)	An agency for which the department conducts pre-engagement checks under shared services arrangements.
Engaging agency	The entity for which the applicant is seeking to perform work or services.
National Disability Insurance Scheme Launch Transition Agency (NDIA, shared services agency, or engaging agency, where applicable)	An agency for which the department conducts pre-engagement checks under shared services arrangements.
Nationally coordinated criminal history check	Describes both: the checking process undertaken by the ACIC and police, and the result received by the agency. Commonly known as, and referred to throughout this document as, a 'police check'.
Nominated position	Means the job or services the applicant is seeking to provide.
PEP	Means this Pre-Engagement Pack.
Personal information	Information about you, including any information contained in your identity documents.
Police information	Information released as part of a nationally coordinated criminal history check.
Shared Services Agency	An entity for which the department provides Commonwealth Shared Services, including conducting pre-engagement checks under shared services arrangements.
Shared Services Program	The Shared Services Program (Program), led by the Department of Finance, is an Australian Public Service-wide program for the provision of common services through centres of excellence (hubs) and the transition of consuming entities into these hubs. The initiative focuses on improving the efficiency and sustainability of common corporate services.
Suitability assessment	The assessment process undertaken by the department to make a recommendation to the engaging agency regarding an individual's suitability for non-public access to the department's or shared service agency's resources (information, buildings, assets, staff and customers).
Visa Entitlement Verification Online (VEVO)	Visa Entitlement Verification Online (VEVO) allows visa holders and registered Australian organisations, such as employers, labour suppliers, education providers, migration agents, banks and government agencies, to check visa details and entitlements. This service is used by the department, where applicable, to check work entitlements for non-Australian citizens.
You/the applicant/individual	Individual seeking a nationally coordinated criminal history check.



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(when complete)**

## **Purpose**

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

All information collected as part of the suitability assessment is 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, as detailed in Section G. If you are less than 18 years of age, your parent or legal guardian must complete this pack on your behalf.

### **How will my information be used?**

The department uses the information in this pack to confirm your identity, to request a nationally coordinated criminal history check (NCCHC or 'police check') and to run employment, performance and conduct history checks, citizenship and work rights checks, or other agency specific checks. This information is used to conduct an employment suitability assessment on you. 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 the department, 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.

### **What is a nationally coordinated criminal history check?**

A NCCHC or police check is conducted by the Australian Criminal Intelligence Commission (ACIC) in collaboration with Australian police agencies, and can only occur with your informed consent. A police check contains your personal information and police information that is disclosable about you, according to the purpose of your check.

### **The ACIC and Australian police agencies**

The ACIC and Australian police agencies may use the information on this pack and the individual's identity documentation:

- to disclose police information relating to you to the department
- to update records held about you
- for law enforcement purposes, including those set out in the *Australian Crime Commission Act 2002* (Cth).



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### **How is my police check result determined?**

Police information is disclosed in accordance with applicable legislation and information release policies of the Australian Government and state and territory governments. These links may help you source information on spent convictions:

[Australian Government Federal Register of Legislation](#)

[Australian Capital Territory Legislation Register](#)

[NSW Government Legislation](#)

[Northern Territory Government Legislation](#)

[Queensland Government Legislation](#)

[South Australian Government Legislation](#)

[Tasmanian Government Legislation](#)

[Victorian Police](#)

[Government of Western Australia State Law Publisher](#)

### **How do I dispute my police check result?**

If you do not agree with the results of your police check, please email the department's [employment suitability team](#) and tell them you want to dispute the result/s. The employment suitability team will then escalate your dispute/s with ACIC.

### **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 employer
- 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 nominated position.

### **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 using the [Visa Entitlement Verification Online](#) (VEVO).

### **What are Working with Children and Vulnerable People Checks (WWCVP checks)**

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, the 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

### Department of Human Services

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services (DHS) for employment related purposes. This information is required under the *Public Service Act 1999* to perform employment and payroll services and functions.

Your information may be used by DHS, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations). Disclosures may include, but are not limited to, the Australian Taxation Office, Comcare and medical providers.

You can get more information about the way in which DHS will manage your personal information, including our [privacy policy](#)

### National Disability Insurance Agency

Your personal information is protected by law, including the *Privacy Act 1988* and the *National Disability Insurance Scheme Act 2013* (NDIS Act), and is collected by the National Disability Insurance Agency (NDIA) and the Australian Government Department of Human Services (DHS) for employment related purposes. This information is required under the *Public Service Act 1999* to perform employment and payroll services and functions undertaken by DHS on behalf of the NDIA.

Your personal information may be used by the NDIA and DHS (in accordance with the NDIA and DHS Shared Services arrangements), or given to other parties: where you have agreed to that; or where it is authorised or required by law (including for the purpose of conducting investigations). For example, your information may be disclosed to entities such as the Australian Taxation Office and Comcare for relevant purposes.

You can get more information, including our privacy policies, on the internet at [NDIS privacy policy](#) and [Department of Human Services privacy policy](#)

### Department of Veterans' Affairs

Your personal information is protected by law (including the *Privacy Act 1988*) and is being collected on this form by the Australian Government Department of Human Services (DHS) for employment related activities being conducted by DHS on behalf of the Australian Government Department of Veterans' Affairs (DVA) in accordance with the DVA/DHS Shared Services arrangements. This information is required under the *Public Service Act 1999* to perform employment and payroll services and functions. If this information is not collected, DHS will be unable to perform those employment and payroll services and functions. DHS may share your personal information with DVA for employment related purposes. Your information may also be used by DHS, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purposes of conducting investigations).

You can get more information about the way in which DHS or DVA will manage your personal information, including relevant privacy policies, at [Department of Human Services privacy policy](#) and [Department of Veteran's Affairs privacy policy](#)

By signing the Informed Consent section, you give permission for the engaging agency to use and disclose your personal information as described in the Informed Consent section. If you move agencies or positions, you may have to complete another PEP and Informed Consent form.

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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 the type of work being done, e.g. Customer Service Officer – Customer Service Centre, Project Manager, Learning and Development Officer. **DO NOT** use abbreviations/non-descriptive terms such as ICT Contractor. If this section is not completed correctly, it will be returned to you and pre-engagement checks will not be conducted until all information is provided.

<b>Applicant Name</b>	
<b>Job Title</b>	<i>Example only: Customer Service Officer – Call Centre</i>
<b>Requesting Area/Branch</b>	
<b>Department/Agency</b>	
<b>Contact Person</b>	
<b>Contact Phone</b>	

### Employee Type:

APS Employee (on-going)	APS Secondee
APS Employee (non-ongoing)	Non APS Secondee
APS Employee (Irregular and Intermittent Employee)	Labour Hire
Consultant/Contractor	Service Staff
NDIA Partner	External Systems Access
<b>Work Location/Site</b>	
<b>Third Party Organisation/ Company Name</b>	

Will the role have supervised or unsupervised contact with vulnerable groups.

**Vulnerable groups** - a child or adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect.

**Direct or indirect contact** - face-to-face contact, phone contact or any type of communication over the internet.

**Supervised** - in the presence of an adult who is responsible for the safety or care of the child or vulnerable person.

**Unsupervised** - not in the presence of an adult who is responsible for the safety or care of the child or vulnerable person.

No direct or indirect contact with children or vulnerable groups
Direct or indirect contact with children or vulnerable groups, <b>without supervision</b>
Direct or indirect contact with children or vulnerable groups, <b>with supervision</b>





## 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)

Name Type:	Birth Name	Alias	Previous

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

Name Type:	Birth Name	Alias	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:	Indeterminate/intersex/unspecified	Male	Female
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**B3. Please read this before answering the following question**

Provide your current contact and address details and your previous residential addresses for the past **five years**. If you cannot provide full details, provide as much information as possible (including at minimum month and year). 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

**Previous Address Details**

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

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

**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	No
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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	No
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If you answered **YES** above, please advise your other citizenship(s).

<b>Other citizenship(s)</b>	
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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 the department can obtain 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.

<b>International passport number</b>	
<b>Issuing country</b>	
<b>Visa number</b>	
<b>Visa expiry date</b>	



## 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.		
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, secondee, work experience or other such arrangements, including any current employment.		

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 Jobs and Small Business. 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.

### 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?		
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, deduction by way of fine, a reprimand or counselling.		

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: Company XYZ. Employed Jan 2017 – Mar 2017. Resigned during investigation to inappropriate travel claims. No action taken/breach record

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



## Section E – Informed Consent

Your informed consent is needed before the department can conduct checks on your national police history and your employment, performance and conduct history.

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 the pack to give your consent.

I, , ,

Family Name Given Name(s)

1. Declare that I have fully and accurately completed this pack, and the personal information I have provided relates to me and contains the 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 lodgement
  - c. the department may conduct checks or enquiries external to the department, 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. the department may conduct checks with departmental programmes such as Centrelink, Medicare and Child Support, in relation to information that may be relevant to this suitability assessment (if applicable)
  - e. the department will provide my personal information to the ACIC and other law enforcement agencies, State/Territory, or Commonwealth entities or other organisations, to conduct a police check
  - f. police information relating to me may be disclosed to the department or shared services agency, in accordance with applicable legislation and information release policies (including Commonwealth, state and territory spent convictions legislation)
  - g. it is usual practice for my personal information and police information to be used by police agencies and the ACIC for law enforcement purposes, including purposes set out in the *Australian Crime Commission Act 2002* (Cth)
  - h. the department may disclose personal information, police information and employment and conduct history information relating to me, to the shared services agency with whom I am to be engaged (if applicable)
  - i. the shared services agency with whom I am to be engaged, may conduct additional agency specific checks (if applicable).
3. Consent to:
  - a. the department using the Document Verification System (DVS) to verify the authenticity of my identity documents
  - b. the department conducting a Visa Entitlement Verification Online (VEVO) check to confirm my work rights (if applicable)
  - c. the department 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



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- d. the department conducting checks with, or collecting information from, other persons, agencies or organisations, in relation to my employment, performance and conduct history (if applicable)
- e. the department conducting checks with departmental programmes 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. the department providing my personal information to the ACIC and other law enforcement agencies, State/Territory or Commonwealth entities or other organisations to conduct a police check
- h. police information relating to me, being disclosed to the ACIC, the department and/or shared services agency, in accordance with applicable legislation and information release policies (including Commonwealth, state and territory spent convictions legislation)
- i. my personal information and police information being used by police agencies and the ACIC for law enforcement purposes, including purposes set out in the *Australian Crime Commission Act 2002* (Cth)
- j. my personal information, police information and employment and conduct history information being disclosed to the shared services agency with whom I am to be engaged (if applicable).

**Individual**

Print full Family name and Given name(s)

Signature

Date

**Parent or Legal Guardian**

(where the applicant is under the age of 18)

Print full Family name and Given name(s)

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 your pack. Make sure when you complete the Statutory Declaration that:

- you provide all information requested in the left hand margin
- 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 are ruled out in pen (do not use white-out) and are initialled by both you and the witness.

If your Statutory Declaration is not correct, the Department will contact you to provide a new copy and your suitability assessment 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 3), 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 an offence and, if convicted, you could be fined or jailed, or both. This is also applicable to witnesses.

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Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,<sup>1</sup>

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

2 *Set out matter declared to in numbered paragraphs*

1. All of the documentation I have supplied for the suitability assessment process are copies of authentic documents issued to me.
2. All of the information I have provided in the Pre-Engagement Pack is true and accurate.

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.

3 *Signature of person making the declaration*

3

4 *Place*

Declared at <sup>4</sup>

5 *Day*

on <sup>5</sup>

6 *Month and year*

of <sup>6</sup>

7 *Signature of person before whom the declaration is made (see over)*

Before me,

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

*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*.





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

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner	Medical practitioner
Nurse	Optometrist	Patent attorney	Pharmacist
Physiotherapist	Psychologist	Trade marks attorney	Veterinary surgeon

(2) 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); or

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

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- 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 the Australian Trade Commission who is:
  - a in a country or place outside Australia; and
  - b authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - c exercising his or her function in that place
- Employee of the Commonwealth who is:
  - a in a country or place outside Australia; and
  - b authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - c exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- 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 of a court
- 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 Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - a an officer; or
  - b a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
  - c a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - a the Commonwealth or a Commonwealth authority; or
  - b a State or Territory or a State or Territory authority; or
  - c a local government authority;
    - with 5 or more years of continuous service who is not 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 Service employee of:
    - a the Commonwealth or a Commonwealth authority; or
    - b a State or Territory or a State or Territory authority
      - Sheriff
      - Sheriff's officer
      - Teacher employed on a full-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 your completed PEP 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 of 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.**

**Regardless of the combination of documents used:**

- 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
- your date of birth must appear on at least one document
- your signature must appear on at least one document
- your current address must appear on at least one document
- 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 1993 (Cth)*
- all documents must be current, valid, clear and legible (in colour, minimum 300DPI).  
**DO NOT SUBMIT ORIGINAL DOCUMENTS**



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- you must supply a copy of both the front and back of each document, if it is two sided with the exception of a bank card/credit card where the front of the card stating your name only is required
- if any documents are in a language other than English, the document must be translated by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) and both the translation and copy of the original document must be provided.

## 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 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](#)



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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 System?**

The Document Verification Service (DVS) is a national online system that allows the department to verify your identity document with the document issuing agency.

The following documents can be checked using the DVS:

- Australian Birth Certificate
- Australian Passport (not expired)
- Australian Citizenship Certificate
- Australian Driver Licence
- Australian Marriage Certificate
- Medicare Card
- Change of Name Certificate.

## **What if I cannot meet the identity document requirements?**

The department 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 who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

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## Identity Documents Checklist

You must provide a MINIMUM of **four** documents with your 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><b>Commencement Documents (you must provide ONE of the following):</b></p> <ul style="list-style-type: none"> <li>• full Australian birth certificate* (not an extract or birth card)</li> <li>• current Australian passport* (not expired)</li> <li>• Certificate of Australian Citizenship</li> <li>• Australian Visa current at time of entry to Australia as resident or tourist</li> <li>• ImmiCard issued by the Department of Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services</li> <li>• certificate of identity issued by the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia</li> <li>• document of identity issued by the Department of Foreign Affairs and Trade to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes</li> <li>• certificate of evidence of resident status.</li> </ul>
<p><b>Primary Documents (you must provide ONE of the following):</b></p> <ul style="list-style-type: none"> <li>• current Australian driver licence*, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed</li> <li>• Australian marriage certificate* issued by a state or territory (church or celebrant-issued certificates are not accepted)</li> <li>• current passport issued by a country other than Australia</li> <li>• current proof of age or photo identity card issued by an Australian government agency in your name with photo and signature</li> <li>• current shooter or firearm licence showing signature and photo (not minor or junior permit or licence)</li> <li>• for persons aged under 18 with no other Primary Use in Community Documents, a current student identification card with photo or signature.</li> </ul>
<p><b>Secondary Documents (you must provide TWO of the following):</b></p> <ul style="list-style-type: none"> <li>• Medicare card*</li> <li>• bank card/credit card (front of card only)</li> <li>• enrolment with the Australian Electoral Commission</li> <li>• photo identity card issued: <ul style="list-style-type: none"> <li>▪ to an officer by a police force</li> <li>▪ by the Australian Defence Force</li> <li>▪ by the Australian Government or a state or territory government</li> </ul> </li> <li>• evidence of right to a government benefit (Centrelink or Veterans Affairs)</li> <li>• credit reference check</li> <li>• security guard or crowd control photo licence</li> <li>• Australian secondary or tertiary student photo identity document</li> <li>• certified academic transcript from an Australian university</li> <li>• Aviation Security Identification Card/Maritime Security Identification card</li> <li>• certificate of identity issued by the Department of Foreign Affairs and Trade (DFAT)</li> <li>• document of identity issued by the DFAT</li> <li>• convention travel document secondary (United Nations) issued by the DFAT</li> <li>• foreign government issued documents (for example driver licence)</li> <li>• consular photo identity card issued by the DFAT</li> <li>• trusted referees report/letter on company letterhead from a trusted source (for example your GP, pharmacist or former employer).</li> </ul>
Special Provisions
<p><b>For Aboriginal people, Torres Strait Islander people or residents in a remote area/community, whose birth has never been registered:</b></p> <ul style="list-style-type: none"> <li>• confirmation of heritage documents (i.e. letter from an Indigenous Organisation or statutory declarations)</li> <li>• 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)</li> </ul>

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



## Submission Checklist

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

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