

# EVIDENCE OF IDENTITY

## INFORMATION SHEET FOR EMPLOYERS AND COURSE PARTICIPANTS

On 1 July 2008 WorkCover NSW introduced new evidence of identity (EOI) requirements for participants attending the following courses:

- OHS General Induction for Construction Work in NSW; and
- OHS Consultation

These changes supersede the proof of identity (POI) requirements that were introduced in October 2005 to address potential identity fraud. This information sheet is designed to assist course participants in meeting the new requirements and in completing the new EOI Form.

From 1 July 2008 course participants are required to provide 100 points EOI to a WorkCover NSW Accredited Trainer or Approved Provider prior to the training being conducted. The EOI presented is to

be recorded on the WorkCover NSW Evidence of Identity form (FTREOI).

The acceptable documents within the table below contain both primary and secondary documents. You can provide only one primary document with secondary documents to form 100 points. Alternatively, you can provide a combination of secondary documents to form 100 points. The combination of documents must contain a **date of birth, current residential address, photograph and signature. Please bring original evidence of identity documents with you. Certified copies will not be accepted.**

**The table below outlines the acceptable evidence of identity and points value allocated.**

Document Type	Document	Points
<b>Primary Documents</b> <i>*Only use <b>ONE</b> primary document</i>	Passport (current or expired within last two years, but not cancelled)	70
	Birth certificate or birth card issued by the Registrar of Births, Deaths and Marriages	70
	Australian citizenship certificate	70
<b>Secondary Documents</b> <i>Allowed to use a combination of secondary documents.</i> <i>If you want to use credit and savings account cards, these must be from different banks.</i> <i>If you want to use more than one utility bill, they must be from different utilities.</i>	Australian driver's licence (current)	40
	Australian road authority photo card	25
	Motor vehicle registration or insurance documents	25
	Department Veterans Affairs card	25
	Centrelink card	25
	Property (council) rates notice	25
	Property lease agreement	25
	Home insurance papers	25
	A utility bill (eg water, electricity, gas)	25
	Bank statement/credit card/savings account cards	25
	Medicare card	25

It is important that if you do not possess 100 points EOI, or meet the criteria listed under the special provisions (see overleaf), that you may not be eligible to attend the training without prior approval from WorkCover NSW. Please discuss with the WorkCover NSW Accredited Trainer or Approved Provider prior to enrolling or attending the training.

## SPECIAL PROVISIONS

Please provide original documents only. Certified copies will not be accepted.

WorkCover NSW EOI requirements have been extended to include special provisions for the following groups:

- school students
- correctional centres
- Aboriginal and Torres Strait Islanders
- overseas persons recently arrived in Australia (less than six weeks).

### 1. SCHOOL STUDENTS (points value does not apply)

Special provisions apply to school students. The special provisions are based on the *Financial Transactions Reports Act 1998 '100 Point Check' Special Provisions (202)(2) Child under 18*. WorkCover NSW will accept any one of the following EOI documents for school students.

- Australian birth certificate or birth card issued by the Registry of Births, Deaths and Marriages
- Australian citizenship certificate
- International travel documents including a current passport or a passport that has expired but has not been cancelled within the preceding two years.

OR

The identity of the student may be verified by sighting a written statement signed by one of the following school officials:

- principal or deputy principal
- head teacher or deputy head teacher
- secretary or deputy secretary
- chief administrator or deputy chief administrator.

The statement must be written on the school letterhead and include the student's date of birth.

OR

The identity of the student may be verified by sighting a student ID card issued by the school containing the school crest/seal or stamp. The student ID card must have the student's photo, name and date of birth.

### 2. CORRECTIONAL CENTRES (Points value applies)

The following provisions apply to the EOI requirements for correctional centre inmates. The special provisions are based on an existing agreement between WorkCover NSW and the Department of Corrective Services for National Certificates of Competency. Correctional centre inmates will need to provide documentary evidence equating to 100 points of identity using the acceptable evidence of identity listed below. 100 points of EOI must be provided.

Document	Points Value
Full Australian birth certificate (not an extract)	70
Australian passport	70
Australian citizenship certificate	70
Current driver's licence	40
Medicare card	25
Statement from Centrelink	25
Letter of verification of identity from the Department of Corrective Services	25
Correctional Centre inmate MIN card	5

The trainer must sight the original EOI documents on the day training is conducted

### 3. ABORIGINAL AND TORRES STRAIT ISLANDERS

Special provisions apply to the EOI for persons from an Aboriginal or Torres Strait Islander background.

WorkCover NSW will accept EOI verified by two persons recognised as authorised referees.

Authorised referees for Aboriginal and Torres Strait Islanders include:

- chairperson, secretary or CEO of an incorporated Indigenous organisation (including Land Councils, community councils, housing organisations etc)
- Community Development Employment Project (CDEP) Coordinator
- school principal/school counsellor
- Minister of Religion
- treating health professional or manager in Aboriginal medical services or health services
- Centrelink agent or government employee with at least two years' continuous experience.

The authorised referee is to verify the person's identity by providing a written statement on organisational or company letterhead. The written statement must include:

- the person's full name, current address and date of birth
- evidence that the authorised referee has witnessed the person's signature
- the period of time the authorised referee has known the person and how they know the person eg. professionally or personally
- the authorised referee's signature and date.

### 4. OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN SIX WEEKS)

Special provisions apply to the EOI for overseas persons that have recently arrived in Australia (less than six weeks), and were not ordinarily a resident of Australia before arriving.

The identity of an overseas person recently arrived in Australia (less than six weeks) is verified by using one of the following international travel documents:

- current passport, or
- other international travel documents, which have the same characteristics of a passport eg. Diplomatic documents.

**AND one** of the following EOI documents

- driver's licence (overseas or Australian), or
- savings/credit card or statement (overseas or Australian)

A full 100-point check is required where the person has been lawfully in Australia for more than six weeks.