

Department of Justice - Working with Children Check

Points for Identification

When applying for your Working with Children (WWC) Check you must provide identification documents which verify your identity. The identification process is an important part in preventing applications being lodged under false names. You can only use the documents listed in Table 1.

If you are uncertain about which documents to provide or are unable to provide the necessary documents, call the WWC Check Information Line to discuss your individual circumstances before lodging your application form at a participating Australia Post outlet.

You must lodge your application in person at a participating Australia Post outlet in Victoria. When lodging your application you must provide:

- documentation that totals a minimum of 100 points
- relevant documents from Category A, B and C
- **current and original** identification documents.

How do I work out what documents add to 100 points?

By looking across to the right hand side of the table below you can add up the point value for each document and make sure that your documents total to at least 100 points.

Which documents do I need to provide from Category A, B and C?

Identification documents can only be accepted with one of the following combinations:

- one document from each of Category A, B and C (additional A, B or C documents may be provided to meet 100 points minimum)

or

- if you do not have a Category A document, you must provide 1 Category B document of 40 point minimum, 2 additional Category B documents and one Category C document.

What is a Category A, B or C document?

Category A Document

This is a photo and signature document listed in Category A of Table 1, for example a passport or driver licence.

Please note that an Australian Driver Licence and an Australian Firearms Licence can be used as either a Category A, Category B or Category C document.

Category B Document

This is a document that demonstrates your link to the community listed in Category B of Table 1, for example a Medicare Card, an Australian Birth Certificate or a Centrelink card.

Category C Document

This is a document that provides evidence of your current residential address listed in Category C of Table 1, for example an electricity bill or phone bill.

You can also use any document in Category A or B which you have not already used. For example, if you use your passport for Category A you can use your driver licence for Category C (providing that it has your current residential address).

TABLE 1 IDENTIFICATION DOCUMENTS

The documents you are allowed to use are listed in the table below. You can also find some examples in the information in this section. If you have any queries, call the WWC Check Information Line.

✓	Category A	Points
	Australian passport	70
	Foreign passport	70
	Australian Driver Licence	40
	Victorian Firearms Licence or equivalent issued in other Australian state or territory	40
✓	Category B	Points
	Australian Birth Certificate	70
	Travel document with same characteristics as a passport or a current visa within the meaning of section 29 of the <i>Migration Act 1958</i> of the Commonwealth	70
	Certificate of evidence of Australian residence status	70
	Australian Citizenship Certificate	70
	Card issued by the Commonwealth Department of Veteran Affairs	40
	Centrelink card (containing a reference number)	40
	Identity card issued by an Australian tertiary educational institution	40
	Private security individual operator licence	40
	Medicare Card	25
	Change of name certificate issued by a registry of births, deaths and marriages of an Australian state or territory	25
	Marriage Certificate issued by an agency of an Australian state or territory	25
	A credit or account card issued by a bank, credit union or other deposit-taking institution within the meaning of the <i>Banking Act</i> of the Commonwealth	25
	Taxation Assessment Notice	25
	Motor Vehicle Registration	25
	Superannuation Statement	25
	Any document from Category A not already produced to meet the requirements of that category * To be rated points in accordance with Category A	*
	Any other document that in the opinion of the Secretary is of a similar character to the documents previously listed in Category B. These include:	25
	• Private health insurance cards	25
	• Marriage Certificate issued by an authorised minister of religion or marriage celebrant in an Australian state or territory	25
	• Australian Driver Learner Permit	25
✓	Category C	Points
	Utilities notice (water rates, electricity, gas or phone account)	25
	Rental contract or receipt issued by landlord, agent or owner	25
	Financial institution statement for current account	25
	Electoral enrolment for current address	25
	Any document from category A or B that has not been produced to meet the requirements of those categories and that states the current address of the applicant ** To be rated points in accordance with the point value from the relevant category	**
	Any other document that in the opinion of the Secretary is of a similar character to the documents previously listed in category C. This includes:	25
	• Council Rates Notice	25
	• Accommodation certification issued by a landlord, agent or owner	25
TOTAL		
(must equal 100 points or greater)		

Examples:

Please note that these are examples only.

	Person 1	Person 2	Person 3	Person 4
Category A	Australian passport (70 points)	Australian Driver Licence (40 points)	Does not have any Category A documents	Does not have any Category A documents
Category B	Medicare Card (25 points)	Medicare Card (25 points)	<ul style="list-style-type: none"> • Centrelink Card with reference number (40 points) and • Medicare Card (25 points) and • An account card issued by a bank or credit union (25 points) 	<ul style="list-style-type: none"> • Australian birth certificate (70 points) and • Superannuation statement (25 points) and • Marriage certificate issued by an agency or celebrant (25 points)
Category C	Australian Driver Licence (40 points)	<ul style="list-style-type: none"> • Utility notice with current residential address (25 points) and • Financial institution statement for current account (25 points) 	Bank statement with current residential address (25 points)	Electoral enrolment showing current residential address (25 points)
Total	135 points	115 points	115 points	145 points

Evidence of change of name documents

If the name on your application form is different from the name on any of your identification documents (for example, if your surname has changed because you have been married) you must also provide an evidence of change of name document when lodging your application.

Acceptable documents:

- marriage certificate issued by a registry or celebrant
- registration of Change of Name issued by a registry of deaths, births and marriages
- divorce papers
- deed poll
- any other document that in the opinion of the Secretary is sufficient evidence of a change of name.

Please note: if you commonly use a shortened name but your full name if this name is listed on your identification documentation, your application must be made under your full name. For example, if you are known as Chris rather than Christopher, your application will need to be made in the name of Christopher.

Tips:

1. Any other document that is not listed on the Points for ID documents list **cannot** be accepted. See the list below for examples.

NOT ACCEPTED	ACCEPTED
Extract of Australian birth certificate	Complete Australian birth certificate
Letter from superannuation fund	Superannuation statement
Letter from the Australian Taxation Office	Taxation Assessment Notice
Group certificate from your employer	Taxation Assessment Notice
Letter from Motor Vehicle Registration agency	Motor vehicle registration document
Letter from your financial institution	Financial institution statement for current account
Letter from Centrelink	Centrelink card (containing a reference number)
Utility card	Utilities notice (water rates, electricity, gas or phone account)
Secondary school card	Identity card issued by an Australian tertiary educational institution
Foreign driver licence	Australian Driver Licence
Keypass Card	
Foreign identification card	
Boat Licence	
Petrol company card	
Speeding fine issued by a police agency	
Invoices from your health practitioner	
Hire purchase agreement	
Home insurance papers	
Ambulance membership cover	

2. You cannot provide the same document for two different categories.
Example: If you have used your driver licence for Category A, you cannot use it for Category C as well.
3. The documents marked with an * or ** in Table 1 can fit in more than one category.
Example: A driver licence fits into both Categories A and C. Therefore, if you have another Category A document, such as an Australian passport, you can use the passport for Category A and the driver licence for Category C.
4. If the name on your application form is different from the name on your identification documents you need to also supply an acceptable change of name document.
Example: If your application is in your married name and one or more of your documents is in your maiden name you will need to supply one of the listed evidence of change of name documents.
5. Your documents must be **current**. Expired documents **cannot** be accepted.