AHIGS 100 Point ID Check

As detailed in The Working with Children Employer Guidelines 2010.

Please indicate which documents have been used to verify the identity of the Applicant and record the details on this form. These must be the same as the applicant has placed on the NSW Working with Children Check Applicant Declaration and Consent form.

Applicant's Name:

Family name: _____

First name: _____ Other given name(s): _____

Applicant's Residential address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____ Postcode: _____

Country: _____

These details have been verified by:

(*This must be an Authorised Representative of AHIGS i.e. AHIGS staff or Venue Convener)*

Name: _____

Position: _____

Date: _____

Points	Documents	Document No
70 *One only from this section*	**Verify the name of the preferred applicant** ☐ Birth Certificate	
	☐ Birth Card issued by the NSW Registry of Births, Deaths & Marriages	
	☐ Citizenship Certificate	
	☐ Current Australian passport	
	☐ Expired Australian passport which has not been cancelled and was current within the preceding 2 years	
	☐ Current passport from another country or diplomatic documents	
40 *One or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):*	**Verify the name and photograph/signature of preferred applicant** ☐ Current driver photo licence issued by an Australian state or territory	
	☐ Identification card issued to a public employee	
	☐ Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	
	☐ Identification card issued to a student at a tertiary education institution.	
	☐ Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: • A financial body certifying that the applicant is a known customer. • An acceptable referee under AUSTRAC Guideline No. 3.	

Points	Documents	Document No
35 *One only from this section*	**Verify name and address of preferred applicant** ❒ Document held by a cash dealer giving security over property	
	❒ A mortgage or other instrument of security held by a financial body	
	❒ Council rates notice	
	❒ Document from current employer or previous employer within the last two years	
	❒ Land Titles Office record	
	❒ Document from the Credit Reference Association of Australia.	
25 *One or more from this section*	**Verify name of preferred applicant from** ❒ Current credit card or account card from a bank, building society or credit union	
	❒ Current telephone, water, gas or electricity bill	
	❒ Foreign driver's licence	
	❒ Medicare Card	
	❒ Electoral roll compiled by the Australian Electoral Commission	
	❒ Lease/rent agreement	
	❒ Current rent receipt from a licensed real estate agent	
	❒ Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years	
	❒ Records of a professional or trade association of which the applicant is a member.	
Applicants under 18	**Verify name of preferred applicant using** ❒ one document from the 70 point list above or	
	❒ a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.	

This is an extract from The Working with Children Employer Guidelines 2010 detailing why we collect this information.

"4.2. Identifying the preferred applicant accurately
Before you request a Working With Children Check you must ask preferred applicants to provide documents to verify their identity. This must include original documents adding up to a minimum of 100 points as required by the 100 Point Check under the Financial Transaction Reports Act 1988. Certified copies of original documents are acceptable for birth certificates and for citizenship certificates, but not for other documents. Applicants living overseas who cannot provide originals of other documents may initially provide certified copies, pending submitting the originals when they are employed in NSW. If an applicant is unable to provide documents to meet the identification requirements due to their personal circumstances or special needs, employers should contact their Approved Screening Agency for assistance. The applicant must nominate the identifying documents provided to you, when they complete their Applicant Declaration and Consent or Adult Household Member Consent. You must confirm that you have verified the identity of the applicant when you complete the Employer Request for Background Check."