

## **Proof of Identity check for course participants**

### **1.1**

#### **A Proof of Identity (POI) Criteria**

To confirm identity applicants must provide:

1 FULL POI document and 1 PRIMARY POI document from the Proof of Identity list below

**OR**

1 FULL POI document and 2 SECONDARY POI documents from the Proof of Identity list below

**OR**

1 PRIMARY POI document and 2 SECONDARY POI documents from the Proof of Identity list below

#### **FULL POI Documents**

- RTA issued NSW driver licence current or expired up to 2 years with card number
- NSW photo ID current or expired up to 2 years

#### **PRIMARY POI Documents**

- Certificate of Aboriginality
- A current photo birth card issued by the NSW Registry of Births, Deaths and Marriages
- An Australian full birth certificate showing parental details
- An overseas birth certificate showing parental details, provided a passport or an official Australian travel document is also shown
- Australian citizenship document issued by DIMIA
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade
- A current photo identity card for NSW police force officer or Australian defence force, excluding civilian staff or family
- A current RTA issued NSW photo firearms licence or one that expired within the last two years
- A current Document of Identity issued by the Australian Passport Office
- Australian immigration papers issued by the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs
- A current driver's photo licence from another Australian State or Territory or one that expired within the last two years
- An Australian naturalization certificate issued by DIMIA
- A current Australian passport or one that expired within the last two years
- A current overseas passport
- A current RTA issued NSW security industry licence or one that expired within the last two years

## **SECONDARY POI Documents**

- Passbook Account Statement up to 1 yr old
- Current Credit/Account Card
- Current Australian Government Entitlement Card eg Centrelink Card, Health Concession Card
- Current Australian Government Medicare Card
- Electoral Card or evidence of electoral enrolment up to 2yrs old
- Australian Defence Discharge Papers up to 2 yrs
- Education Certificate of Enrolment up to 2yrs old

### **B Exceptions relating to School Students**

The following applies to school students if they cannot comply with the identification requirements set out above.

The following must be provided:

- Birth Certificate

And one other form of proof, which includes:

A current student identity card or a certificate or a statement of enrolment up to 2 years old from an education institution. These could include:

- Student identity card
- Student library card
- Student bus pass
- Or current credit card or account card from a banking institution or passbook
- Or mobile phone account in their name which is less than one year old

1.2 If the applicant has provided adequate proof of identity in accordance with 1.1 the accredited trainer is required to initial the Course Details and Participant Attendance Form, alongside the course participant details, in the space provided.

1.3 All course participants must undertake a course assessment

1.4 All course participants should be requested to complete a course evaluation, using the Training Evaluation Form