

FREQUENTLY ASKED QUESTIONS

NEW EVIDENCE OF IDENTITY REQUIREMENTS FOR ACCREDITED TRAINERS AND APPROVED PROVIDERS

These Frequently Asked Questions have been written to assist you to implement WorkCover's evidence of identity (EOI) requirements for course participants attending training for the OHS General Induction Construction in NSW Course and OHS Consultation Course.

- 1. Can a person use more than one primary document to make the 100 points of EOI?**
No. Only one primary document can be used, the remaining 100 points will have to be made up with secondary documents.
- 2. Can a person make up 100 points of EOI just using secondary documents?**
Yes. Any combination of the secondary documents can be used providing there is a photo, date of birth, current address and signature.
- 3. Is an overseas passport acceptable EOI?**
Yes, the passport does not need to be Australian. However, under the special provisions for evidence of identity for Correctional Centre Inmates the passport must be Australian.
- 4. Is an expired passport acceptable EOI?**
Yes, an expired passport is acceptable EOI provided it was current within the preceding two years. Cancelled passports are not acceptable EOI.
- 5. Can I accept an overseas birth certificate?**
No, only birth certificates or birth cards issued by the Registry of Births, Deaths and Marriages in any Australian State or Territory are acceptable.
- 6. Can I accept a birth certificate extract?**
No, a full birth certificate issued by the Registry of Births, Deaths and Marriages in any Australia State or Territory must be provided.
- 7. What evidence of identity is required where there has been a change of name?**
Evidence of identity is required in the new name to the value of 100 points. Documents cannot be used where they are in different names.
- 8. Can I accept a credit card and bank savings account card?**
Yes, provided the cards or statement has been issued from different financial institutions.

9. Where a person has made application for a Centrelink card but has not received the card, will this be accepted as EOI?

No, only the card issued by Centrelink can be used.

10. Can I accept a driver's licence that has expired?

No, all documents must be current, except for passports which can be used up to 2 years after they have expired. You will need to provide other evidence of your identity.

11. The person lives with friends and does not have any property or utilities documents – How can the person prove their identity?

The person can use any combination of documents on the list that adds up to 100 points. For example, a birth certificate or birth card issued by the Registrar of Births, Deaths and Marriages is a commonly used document. The person could combine this with a drivers licence from any Australian state or territory together with a Medicare card, a credit card/savings account card, or motor vehicle registration or insurance papers.

12. The person is 18 years of age and lives with their parents and is not a school student. How can the person prove their identity?

Young people need to establish their identity too. The person could prove their identity by obtaining a NSW Roads and Traffic Authority (RTA) Photo Card, a copy of their Birth Certificate or use other established documentation such as a Medicare Card, Savings/Credit Card or statement.

13. Where can the person get a birth certificate or birth card?

A Birth Certificate or Birth Card can be obtained from the Registrar of Births Deaths and Marriages in your state of birth. To find more information or to lodge an application you can visit the NSW Registry of Births Deaths and Marriages website www.bdm.nsw.gov.au or phone 1300 655 236. There is an equivalent registry in each Australian State or Territory and you can link to them from the NSW website.

14. Where can the person get a RTA photo card?

The NSW RTA Photo Card can be obtained from a Roads and Traffics Authority Offices in NSW. To find more information on obtaining a photo identity card you can visit the Roads and Traffics Authority website www.rta.nsw.gov.au/licensing/photocard.html or phone 13 22 13.

15. Where can I find information relating to Special Provisions for the following groups:

- School Sector
- Correctional Centres
- Aboriginal and Torres Strait Islanders
- Overseas Visitors (short stays up to 6 weeks).

For more information in relation to the Special Provisions please refer to Appendix 1 of the *OHS General Induction for Construction Work in NSW Administration Guidelines*, July 2008 or the *OHS Consultation Administration Guidelines*, July 2008

Alternatively, more information can be provided by contacting the Third Party Management Unit hotline on 1800 855 969, email: slam@workcover.nsw.gov.au or fax: (02) 9287 5994.

16. What should I do if the person cannot provide any evidence of identity?

In these circumstances, please contact the Third Party Management Unit hotline on 1800 855 969, email slam@workcover.nsw.gov.au or fax (02) 9287 5994.

Training **must not** be undertaken without prior approval.



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