



100 POINT IDENTITY CHECK FORM

PERSONAL DETAILS
Surname : Given names (<i>in full</i>):
Address: Suburb: Post Code:
Date of Birth:

In order to work for the Department of Water and Environmental Regulation you must provide suitable proof of identity; this is based on a 100-point identity check. The combination of documents must show:

- Your **FULL NAME**
- Your current **RESIDENTIAL ADDRESS**
- Your **DATE OF BIRTH**
- Your **PHOTOGRAPH**

You must provide original documents, copies will not be accepted. If you are unable to meet the identity requirements prior to appointment, you may contact us to discuss your circumstances.

The table below provides a guide, however:

- A change of name document, such as Marriage Certificate, Divorce Papers, Change of Name Certificate, is required if your ID is in multiple names; and
- If a document is in a language other than English, it must be accompanied by the original accredited translation.

DOCUMENT TYPE	POINTS	REP INITIALS
PRIMARY DOCUMENTS – You may only use one of the following		
Full Birth Certificate / Extract – (please tick) Australian <input type="checkbox"/> Overseas <input type="checkbox"/> (entitlement to work required)	70	
Citizenship Certificate	70	
Passport – (please tick) Australian <input type="checkbox"/> Overseas <input type="checkbox"/> (entitlement to work required) (current or expired within last 2 years but not cancelled)	70	
SECONDARY DOCUMENTS – Multiple documents may be used from the following Only one document attracts 40 points, all subsequent documents attract 25 points		
Licence issued under Australian Law (Photo licence issued by government i.e driving or firearms)	40 / 25	
State or Federal Government Employee Photo ID	40 / 25	
Social Security, Health Care, Pension or Dept. of Veteran's Affairs card	40 / 25	
Tertiary Education Institution Photo ID	40 / 25	
OTHER ACCEPTABLE DOCUMENTS – Multiple documents may be used from the following		
Medicare Card	25	
Property Lease / Rental Agreement / Property insurance papers	25	
Council or Shire rates notice	25	
Utilities bill (power / phone / mobile / water / gas) issued within preceding 3 months	25	
Motor vehicle Registration or Insurance	25	
Professional or Trade association Card	25	



A bank / credit union / building society passbook, statement or debit / credit card
(If counting more than one bank related document they must be issued by different financial institutions)

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DECLARATION OF IDENTITY

I declare the documents provided to evidence my identity for the purposes of employment with the Department of Water and Environmental Regulation are original and unmodified versions. I am aware that should I knowingly provide false information or evidence any offer of employment, initial or ongoing, may be immediately rescinded.

Signature.....

Date.....

DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION REPRESENTATIVE / DELEGATE AUTHORISATION

It is the representatives responsibility to check the validity and originality of all documentation. Once the original has been sighted by the representative they must initial the relevant category.

I confirm I have sighted the original documents as indicated above.

Name (*please print*):

Signature:.....

Position / Employment Role:.....

Date:.....