

Proof of Identity Check

Name of Participant/Parent/Guardian: _____

DisabilityCare Number:

Date:

Identification documentation - at least 2 forms must be sighted (2 of Category A or 1 of Category A plus 1 of Category B except where identified below*/**)

Document 1	Document 2
Identity Number _____	Identity Number _____
Expiration Number _____	Expiration Number _____
Date Sighted: _____	Date Sighted: _____
Place of Issue _____	Place of Issue _____

Required points for POI Check - 100 Adult, 90 Child (under 16 years of age)

Identity Documentation (Circle sighted document)	Points	Guidelines for Documentation Usage
Centrelink POI Info	70	Refer to <i>Centrelink Mainframe Information for DisabilityCare Australia Staff</i> Eg current service reason for applicable Centrelink payment on Centrelink Mainframe or proof of birth for child on Centrelink Mainframe Category A
Other Centrelink POI Info (NOTE: Can <u>NOT</u> be used in conjunction with Centrelink POI Info)	40	Refer to <i>Centrelink Mainframe Information for DisabilityCare Australia Staff</i> Eg current service reason for applicable Centrelink payment on Centrelink Mainframe or has current Australian Health Care Card Category A
Australian Passport	100	Current Australian Passport or any travel document issued by Australian Government may be accepted Category A
Overseas Passport	70	Current passport from country other than Australia that has been used for travel to Australia Category A
Birth Certificate	70	Original Australian birth certificate, extract or birth card in the person's name/former name Category A

Identity Documentation (Circle sighted document)	Points	Guidelines for Documentation Usage
Australian Drivers Licence	100	Current Australian Drivers licence. Learner and Provisional Licences may be accepted Category A
Aust Citizen/Naturalised Cert	70	Australian Citizenship/Naturalisation Certificate in the person's name/former name Category A
State Government Disability	70	Documentation to support the person is currently receiving State Government disability services Category B
Aust Marriage Certificate	70	Marriage certificate issued by a state or territory government agency Category B
First Authorised Referee	70	Where no supporting documentation is available POI is by an 'authorised referee' which can be: council chairman; school principal; minister of religion; doctor; government employee; or well-known officer of a local welfare organisation Category B
Second Authorised Referee	70	Where no supporting documentation is available POI is by an 'authorised referee' which can be: council chairman; school principal; minister of religion; doctor; government employee; or well-known officer of a local welfare organisation Category B
Government issued photo card	70	Current proof of age or photo identity card issued by a government agency in person's name with photo and/or signature Category A
Bank Statement (<3 mths old)	40	Current bank statement or card from current bank account showing the person's name and address (as applicable) as claim. Cannot accept: cards/statements issued other than by Australian financial institutions Category B
Medicare Card	40	A current Medicare card showing the person's name (Not Interim or Temporary). Category B
Valid Tertiary Student ID Card	40	Current student ID card issued in the person's name with signature and/or photo (school/TAFE/university/RTO) Category B
Council Rates Notice	40	Paid rates notice in the person's name and showing same address as claim, less than 12 months old Category B
Utility Bill for Current Abode	40	Up to 3 paid utility accounts (eg gas, water, electricity or phone) in the person's name and showing receipt number and same address as claim, less than 3 months old Category B

Identity Documentation (Circle sighted document)	Points	Guidelines for Documentation Usage
Australian institution CC	40	A current credit card issued by an Australian Financial Institution Category B
Guardianship order document*	40	If the role of guardian is activated then supporting documentation for the role must be verified Category B
Parental Responsibility doc*	40	If the role of parental responsibility is activated then supporting documentation for the role must be verified Category B
Child Health Record	40	"My First Health Record" – Personal Health Book (blue book) in NSW, "My Health Record" – in SA or Victorian Child Health Record (blue book) – original signed by doctor or midwife (or equivalent from another State/Territory of Australia) Category B
FOR CHILD UNDER 3 months who do not have birth certificate ONLY: Child Health Record <3**	90 (only instance where single ID is acceptable)	"My First Health Record" – Personal Health Book (blue book) in NSW, "My Health Record" – in SA or Victorian Child Health Record (blue book) – original signed by doctor or midwife (or equivalent from another State/Territory of Australia) Category B

Note: * Must be sighted to support the person's claim for a role type of Guardian or Parental Responsibility. This document is in addition to the required 2 other forms of documentation except where the person is performing the responsibilities of a State/Territory Minister who has guardianship of the prospective participant and has a 'Government issued photo card'. In that case, the person only needs to provide the 'Guardianship order document' and their 'Government issued photo card'.

Note: ** Must record 'Child Health Record <3' and 'Birth Certificate' in Siebel even though only one document has been sighted. Refer to the *Standard Operating Procedures* (Proof of identity for newborns) for further information.