

Nationally Coordinated Criminal History Check (NCCHC)

Checklist for Identification Documents

Updated: January 2024



To successfully provide proof of identity and obtain a nationally coordinated criminal history check in Australia, applicants need to provide a total of four different forms of identification documents. These include: One Commencement ID Document, One Primary ID Document and Two Secondary ID Documents.

Below is a list of acceptable identification documents for a nationally coordinated criminal history check:

Commencement ID (*Any one document from this list*)

- Australian birth certificate issued by the Registry of Births Deaths and Marriages (Australian Government Unit) - not an extract or birth card
- Australian Citizenship Certificate
- Australian visa (supported by a foreign passport) current at the time of entry into Australia as a resident or tourist
- Australian passport (not expired; however, if the Document Verification System (DVS) is used to verify the passport, it may be up to 3 years expired)
- ImmiCard issued by the Department of Home Affairs

Primary ID (*any one document from this list*)

- Australian passport (not expired; however, if the Document Verification System (DVS) is used to verify the passport, it may be up to 3 years expired)
- An Australian driver licence, learner permit or provisional licence issued by a State or Territory, showing signature and/or photo
- ImmiCard issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia
- A passport issued by a country other than Australia with a valid visa or valid entry stamp or equivalent
- Proof of age or photo identity card issued by an Australian government agency which shows the name, date of birth, photo and signature of the individual
- For persons aged under 18 years with no other Primary Use in Community Documents, a student identity document issued by an Australian government agency or Australian school only.

Secondary IDs (*any two documents from this list*)

- Medicare card
- Enrolment with the Australian Electoral Commission (AEC)
- Working with children or vulnerable people card issued by an Australian state or territory government unit;
- Tax File Number issued by the Australian Taxation Office
- Bank card, credit card (without recording the payment card number/s)
- Australian secondary or tertiary student photo identity document
- Certified academic transcript from an Australian university
- Foreign government issued driver licence. Documents in languages other than English must be accompanied by a NAATI accredited translation
- Firearms licence
- Security Guard/Crowd Control photo licence
- Evidence of right to a government benefit (DVA or Centrelink)
- Police Force Officer photo identity card

- Australian Defence Force photo identity card
- Aviation security identification card
- Maritime security identification card
- Credit reference check
- Trusted referees report



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