



NSW Police Force

Approved Organisation Student Evidence of Identity Requirements (D/2014/299623)

It is a condition of approval (Condition No. 23) that the Approved Organisation must verify the identity of all students undertaking a Security Licence Course (NSW) immediately prior to the course commencing, in accordance with the requirements specified in this document.

The student's identity must be verified in the following manner to comply with Condition No. 23.

1. Approved Organisations must sight evidence of identity documents from the Acceptable Types of Documents table (next page) that add up to at least 100 points. The identification documents produced by the student must:
 - a) be original documents or original certified* copies of the documents;
 - b) include at least one primary document;
 - c) be current and not expired (except where indicated over page); and
 - d) Collectively include; a student's photograph, date of birth, signature and current address.
2. Approved Organisations must record details of each identification document sighted including:
 - a) the document type, issuing authority and document number (for example: Driver Licence – NSW RMS – Licence No. 0485420) date of issue, date of expiry; and,
 - b) the full name of the student as shown on the identification documents.

Approved Organisations must verify that the student is the same person as shown in the identity document bearing the person's photograph.

If the Approved Organisation is taking photocopies of identification documents as a means of recording documents sighted, a Justice of the Peace must endorse the photocopied document in accordance with the *NSW Justice of the Peace Act 2002* and the *NSW Justice of the Peace Regulation 2014*. (Refer to NSW Justice of the Peace Handbook)

3. Documents provided, that are not in English, must be accompanied by certified English translation. (Refer to National Accreditation Authority for Translators website)

www.naati.com.au). The Department of Home Affairs also provides translating services.

In New South Wales, the [Community Relations Commission \(CRC\) for a Multicultural NSW](#) employs NAATI accredited translators. Translations on CRC letterhead that are certified as an extract translation of the document(s) attached and include the ID number of the translator are acceptable.

4. Unless indicated, all documents provided by individuals must be current.

***Original certified means, original document sighted, and copies signed by a current NSW Justice of the Peace (and in accordance with the NSW Justice of the Peace Act 2002 and NSW Justice of the Peace Regulation 2014)**

It is the responsibility of Approved Organisations to ensure that the collection of personal information complies with Privacy Laws. Appropriate security is to be given to the storage of identity information.

ACCEPTABLE TYPES OF DOCUMENTS	
PRIMARY DOCUMENTS: (at least one primary document)	Points value:
Australian Birth Certificate (<i>issued by the Registry of Births, Deaths and Marriages of an Australian State or Territory</i>) Commemorative certificate and birth certificate extracts are not acceptable	70
Australian Birth Card (<i>issued by the Registry of Births, Deaths and Marriages of an Australian State or Territory</i>)	70
A document of identity issued by the Australian Passport office (<i>current or expired within the last two years but not cancelled</i>)	70
An overseas passport (<i>current or expired within the last two years but not cancelled</i>)	70
National photographic identity document, Citizen card or Passport card (<i>current or expired within the last two years but not cancelled</i>)	70
Australian Citizenship Certificate	70
Photo identity card issued under Australian law (e.g. driver licence or other government issued licence) containing a photograph, signature of the candidate and current residential address	50
SECONDARY DOCUMENTS:	Points value:
Department of Immigration and Border protection issued document (IMMI card, work or bridging visas, Safe haven enterprise visa (SHEV), UNHCR card (United Nations High Commissioner for Refugees) or Temporary protection visa (TPV)	40
State/territory issued proof of age card, Mobility parking scheme (MPS) card	40
Photographic identification card issued to a public employee by a Government Agency or Authority	40
Tertiary Education Institution identity card (current or expired within the last two years)	40
Seniors / Government concession card	40
Department of Veterans Affairs entitlement card or Australian Defence Force identity card	25
Centrelink card / Medicare card	25
EVIDENCE OF RESIDENTIAL ADDRESS:	Points value:
Utilities notices such as electricity, gas, water or rental contracts or rates notice	25
Phone bills, motor vehicle registration, electoral enrolment	25

FREQUENTLY ASKED QUESTIONS

Can a student start a course without providing the required evidence of identity?

No, it is a breach of condition 23 to allow a student to commence a course without first confirming their identity.

Can a student that wishes to join on the 1st day of a NSW Security licence approved course ('walk-in') then provide their ID at any time before the course finishes?

No, it is a breach of condition 23 to allow a student to commence a course without first confirming their identity.

Is an overseas passport an acceptable evidence of identity document?

Yes, the passport does not need to be Australian. However, to be eligible to apply for a NSW security licence the individual must meet the requirements under s15(1)(f) of the *NSW Security Industry Act 1997*.

The commissioner must refuse to grant an application for a licence if the commissioner is not satisfied that the applicant:

(f) is an Australian citizen or a permanent resident, or holds a visa that entitles the applicant to work in Australia (other than a student visa or a working holiday visa).

Can I accept an overseas birth certificate as an evidence of identity document?

No. Only birth certificates or birth cards issued by the Registry of Births, Deaths and Marriages of an Australian State or Territory are acceptable.

Can I accept documents that have been cancelled?

No.

Can I accept documents that have been translated into English by a friend or family member?

No.

I have received certified copies of original Identity documents signed by a Justice of the Peace. What should I be looking for to verify these?

1. Full (printed) name of Justice of the Peace(JP)
2. Signature (hand written in ink, not a stamp, label or sticker)
3. Words, 'I certify this to be true copy of the document reported to me to be the original document'. Use of this wording (or substantially the same wording is required by law)
4. JP registration number
5. Date

The person/persons photograph that appears on any ID documents provided to you **must** be confirmed as the same person in attendance for commencement of training with your organisation.

Failure to comply with Condition 23 of the Approved Organisation Conditions of Approval may result in the revocation of the Commissioner's Approval and/or penalties being imposed as provided for under the *Security Industry Act 1997*.