

Identity Document Guide

You need to provide a combination of documents totalling 100 points or more, as set out below.

Combination of documents

- Provide a combination of documents that adds up to 100 points or more.
- At least one document must come from the 70-point category.

All documents must be certified copies of the original, current and valid, and certified by an authorised person (see the certifying documents section).

100-Point Checklist

70 POINTS	Highest-value documents (need at least one) • Australian birth certificate • Australian passport (current, or expired within 24 months) • Overseas passport (valid) • Australian visa (or VEVO) • Document of Identity issued by DFAT • Australian citizenship certificate
40 POINTS	Photo ID • Australian driver's licence • Road and Maritime Services Photo Card • Australian tertiary student photo ID • Commonwealth, state or territory ID card (current) • Evidence of right to an Australian government benefit (DVA or Centrelink) • Government employee photo ID card • Australian Defence Force photo ID card
25 POINTS	Supporting documents • Medicare card • Private health insurance card • Bank statement (showing transactions) • Change of name certificate (registry issue only) • Decree Nisi / Decree Absolute (registry issue only) • Credit or debit card (must be from a different institution if more than one is used) • Certified academic transcript from an Australian university
20 POINTS	Foreign government documents • Overseas government-issued documents, including official translation

Certifying Your Documents

Your documents must be certified by an authorised person. Some organisations may require certification by a Justice of the Peace (JP).

Who can certify — in Australia

- Registered health professional (doctor, nurse, dentist, pharmacist, etc.)
- Teacher (full-time or part-time)
- Legal professional (lawyer, patent attorney, trademarks attorney)
- Court official (judge, magistrate, registrar, clerk)
- Police officer or sheriff's officer
- Justice of the Peace
- Notary public
- Bank, building society, credit union or finance company officer (5+ years' service)
- Federal, state, territory or local government employee or elected representative
- Accountant (member of ICA, ASA, IPA, CPA, ATMA or NTAA)
- Minister of religion or marriage celebrant

Who can certify — outside Australia

- Notary public
- Australian Consular or Diplomatic Officer
- Employee of the Commonwealth or Australian Trade Commission working overseas
- Justice of the peace

Not sure who qualifies? Check with your Verus People consultant.

How documents must be certified

- The certifier sights the original document.
- They check the copy matches the original.
- They write or stamp on the copy: "I have sighted the original document and certify this to be a true copy of the original." (For photos, add: "and the photograph is a true likeness of the person presenting the document as sighted by me.")
- They add their full name, occupation (or profession number) and phone number.

Helpful tips

- Provide clear, readable copies.
- All text and details must be visible.
- If more than one document is required, they must be from different categories.
- Expiring documents may not be accepted.