



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) must include at least one primary document;
 - c) be current and not expired (except for a passport which can be accepted up to 2 years after it has expired); and
 - d) Original documents that collectively include; a student's photograph, date of birth, signature and current address (these do not need to be included in every document produced).
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);
 - b) the full name of the student as shown on the identification documents.

If the Approved Organisation is taking photocopies of identification documents as a means of recording documents sighted, a Justice of the peace must sign and date the photocopy when the document was sighted.

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

****Certified means, original document sighted and copies signed by a current Justice of the peace***

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 current document of identity issued by Australian Passport office (<i>current or expired within the last two years but not cancelled</i>)	70
An overseas passport, (or travel document with visa) OR National identity document	70
Australian Citizenship Certificate	70
SECONDARY DOCUMENTS:	Points value:
Photo licence issued under Australian law (e.g. driver licence or other government issued licence) containing a photograph and/or signature of the candidate.	40
Department of Immigration and Border protection issued document (IMMI card, Student Visa, 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 (e.g. NSW RMS issued photo card).	40
Photographic identification card issued to a public employee by a Government Agency or Authority	40
Tertiary Education Institution identity card	40
Seniors / Government concession card	40
Department of Veterans Affairs 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

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 be an Australian citizen, a permanent Australian resident or New Zealand citizen.

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.

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.