



## **Proof of Identity Requirements**

### **Summary**

Any new registration with ARONAH requires that applicants provide evidence of their identity.

### **Scope of application**

This requirement applies to all applicants for general or limited registration, including students.

### **Requirements**

#### ***1. Documents required for Australian residents***

Applicants for registration must provide sufficient evidence of their identity. The documents provided must meet the following criteria:

- All documents must be true certified or notarized copies of the original.
- At least ONE document must include a recent photograph (See Category B).
- At least ONE document must be in the applicant's current name.
- All documents must be officially translated in English.
- All documents must be current /valid at the date of submission.

At least one document from each of categories (A, B and C, and D if necessary) is required. Documents applicable in category A and B may be used in other categories.

**Note:** The requirements for persons who are applying from overseas, or have recently arrived in Australia are detailed later in this document.

<b>Category A - Commencement of Identity</b>	
Australian Birth Certificate	Full Australian Birth Certificate or Adoption Certificate
Australian passport	Current Australian passport or expired Australian passport which has not been cancelled, and was current within the preceding two years
Australian visa	Australian visa, current at time of entry to Australia as resident or tourist, showing your name/former name
Australian Armed Services papers	Current or discharge papers in applicant's name or former name
Overseas passport	Overseas passport with current Australian visa
Citizenship certificate	Australian citizenship certificate in applicant's name or former name
Travel documents	Travel document and current Australian visa (see above) issued in special circumstances. Includes Certificate of Identity (DIAC), Document of Identity (DFAT) See Dept of Foreign Affairs & Trade ( <a href="http://www.dfat.gov.au">www.dfat.gov.au</a> )

<b>Category B - Link between the identify and person by means of photo and signature</b>	
Australian passport (if not already used in category A)	Current Australian passport or expired Australian passport which has not been cancelled, and was current within the preceding two years
Working with Children	Working with Children check card
Australian driver's licence – Motor vehicle	Australian driver's licence issued by Commonwealth, State or Territory, includes motorbike licence, provisional driver's licence showing signature and/or photo and same name and same address
Overseas passport (if not already used in category A)	Overseas passport with current Australian visa
Firearm or shooter's licence	Current firearms or shooters licence showing signature and/or photo and same name
Student ID card	Current student card issued in Australia showing signature and/or photo and same name
International driver's licence	International or foreign drivers licence showing signature and/or photo
Proof of age card	Current proof of age card or photo identity card issued by a government agency in applicant's name with photo and/or signature

**Category C – Evidence of identity operating in the community**

	<i>Category A or Category B document that has not already been used</i>
Change of name certificate	Legal change of name certificate or deed poll certificate
Australian marriage certificate	Australian marriage certificate (issued by an authorised minister of religion or marriage celebrant in an Australian state, government or territory)
Australian divorce papers	Australian divorce papers (containing previous and current name)
Registration Certificate	Registration Certificate from a Professional Board
Bank account	Bank account details includes credit card showing applicant's name and signature, current ATM card
Medicare card	Current Medicare card showing applicant's name
PAYG payment summary	PAYG payment summary, less than 2 years old with Tax File Number
Motor vehicle registration	Motor vehicle registration in Australia showing name and address
Financial institution statements	Financial institution statements Includes Term deposits notice/share certificate for current account
Taxation Assessment Notice	Taxation Assessment Notice in applicant's name ( less than two years old)
Health insurance card	Current health insurance, health care card showing name
Pension card	Pension card showing name

<b>Category D - Evidence of identity's residential address</b>	
	<i>Category B or C document which has already been used</i>
Mortgage papers	Mortgage papers - Legally drawn up papers
Rate notices	Paid rate notices showing name and same address (less than 12 months old)
Lease or tenancy agreement	Lease or tenancy agreement
Utility account	Utility accounts (gas, water, electricity) showing the name and same address (less than 12 months old)
Electoral enrolment card	Proof of electoral enrolment in Australia issued in applicant's name and showing same address

## ***2. Evidence required for proof of a change of name***

Individuals must attach a certified copy of evidence of a change of name to their application if:

- they have ever been formally known by another name(s); or
- any of the documentation they are providing in support of their application is in another name(s).

Evidence could include a marriage certificate, decree nisi, deed poll, or Statutory Declaration (which must explain the reason for the discrepancy).

## ***3. Evidence required for overseas applicants or applicants who have recently arrived in Australia***

At application, individuals who are applying from overseas and who are unable to provide evidence from each of the categories listed in section 1 of this guideline, must meet the minimum identity requirements of:

- a certified copy of an overseas passport (an EU card is not acceptable) if the applicant has ever been formally known by another name, or provides
- documentary evidence in support of their application in another name — a certified copy of proof of name change (marriage certificate, divorce papers, deed poll).

Applications from overseas applicants will be assessed only on receipt of the relevant evidence of identity, and an otherwise complete application (all supporting documentation provided and declarations made).

Following assessment the applicant will be advised if they are eligible for registration. Those eligible applicants who only provided the minimum identity requirements, and/or naturopaths/herbalists applying for limited registration (see below) will only be granted registration upon presenting ARONAH with the following evidence:

- If arrived in Australia within the previous 6 weeks:  
An original foreign passport or travel document with current Australian visa and proof of date of arrival (e.g. entry stamp); plus evidence of their current residential address, an original signed statement from a prospective employer/sponsor verifying the identity of the applicant OR an original offer of employment.
- If arrived in Australia more than 6 weeks prior to attendance — evidence that meets the requirements in Categories A, B, C and D.

## **Review**

This standard will commence on 21<sup>st</sup> March 2013 and be reviewed on 21<sup>st</sup> March 2016.