

Fact sheet

Providing documentation in support of a statutory appointment



This fact sheet for statutory appointment applicants outlines the following:

- the proof of identity requirements of the Australian Criminal Intelligence Commission (ACIC)
- instructions for the certification and submission of your identification documentation to the Australian Health Practitioner Regulation Agency (Ahpra).

Proof of identity requirements

When applying for statutory appointments, you must provide certified documents demonstrating sufficient evidence of your identity from the following categories:

Category description		Minimum requirements
Category A	Proof of identity (e.g. passport)	One document
Category B	Link between the identity and person by means of photo and signature (e.g. driver's licence)	One document which must include a photograph
Category C	Evidence of the person operating in the Australian community and their identity (e.g. Medicare card)	One document
Category D	Evidence of the person's identity at their current Australian residential address (e.g. utility account)	One document if the document supplied for category B or C does not contain evidence of a current Australian residential address.
Change of name	Evidence for a change of name or name variation (e.g. Marriage certificate)	Certified documents required if you have ever been known by another name, or any supporting documents are in another name.

Ahpra will use the personal information in these documents to:

- verify your identity against the personal information provided in your application form, and
- conduct a nationally coordinated criminal history check.

See Appendix 1 for a list of acceptable proof of identity evidence.

Evidence for a change of name or name variation

You must attach to your application a certified copy of evidence of a change of name if:

- you have ever been formally known by another name(s), or
- any of the documents you provide in support of your application is in another name(s).

Evidence could include a marriage certificate, change of name certificate, or deed poll. A [Commonwealth of Australia Statutory Declaration](#) may only be used to explain the reason for a name variation, not for change of a legal name.

Special provisions for proof of identity

ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. In these circumstances, please contact Ahpra who will provide advice on the most suitable method to confirm your identity.

Certifying documents: Instructions for applicants



Step 1

Present your original documents and clear copies to an Authorised Officer who can certify the documents, such as a Justice of the Peace, legal practitioner or pharmacist.

See Appendix 2 for a list of Authorised Officers.

Step 2

Ensure the Authorised Officer certifies your documents in line with Ahpra's requirements.

The Authorised Officer will:

- check your copy is the same as the original
- visually compare your face against the photograph on any identity document to confirm that you are the person pictured in any of the documents with a photograph, and
- certify the copy of your documents with a photo and documents without a photo as outlined on page 3 of this document.

Step 3

Scan the certified documents and upload the PDF to your PageUp application form.

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information is a Commonwealth offence and you may be prosecuted under the Criminal Code Act 1995 (Cth). If you become aware that you have provided incorrect information you must contact Ahpra as soon as possible.

Incorrectly certified documents will not be accepted and will cause delays.

See Appendix 3 for examples of correctly certified documents.

Certifying documents: Instructions for Authorised Officers



Ahpra
& National
Boards

Step 1

Check the copy provided to you is the same as the original document

If the document contains a photograph (e.g. passport, driver's licence) visually compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured in the copy with a photograph.

Hint: Print this document and take it with you when you are having your documents certified.

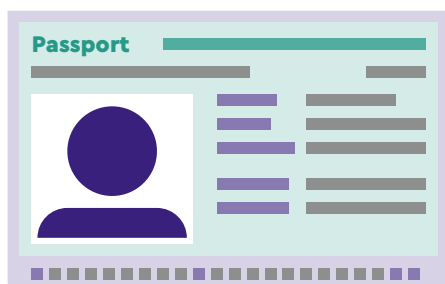
Step 2

Annotate the copies as outlined in the below examples.

The requirements differ depending on whether or not the identification supplied contains a photograph. Incorrectly certified documents will not be accepted and will cause delays.

Documents with a photo

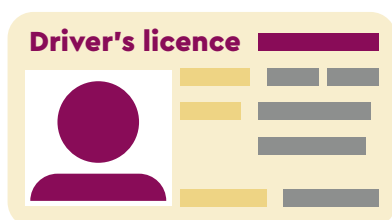
On documents with a photograph, write or stamp: **'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'**



I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.

Name, date, contact phone number, occupation or profession and (if applicable) profession number

Correct wording – refers to the document **and** to the person presenting the document



I have sighted the original document and certify this to be a true copy of the original.

Name, date, contact phone number, occupation or profession and (if applicable) profession number

Incorrect wording – refers to the **document only**, it must also refer to the person

Documents without a photo

On a single-page document, write or stamp:

'I have sighted the original document and certify this to be a true copy of the original.'

On documents with more than one page, **initial every page** and write or stamp the following on the last page:

'I have sighted the original document and certify this to be a true copy of the original.'



I have sighted the original document and certify this to be a true copy of the original.

Name, date, contact phone number, occupation or profession and (if applicable) profession number

Correct wording – refers to the **document**

All documents

The certification statement must be on the front of the copy of the document.

You must also write or stamp on the copy:

- your signature (including your occupation or profession number, if relevant)
- your full name
- your occupation or profession
- your phone number, and
- the date.
- your stamp or seal (if relevant)

Appendices

Appendix 1

Proof of identity evidence – acceptable documents

Category A: Start of identity	
Document	Explanation/Description
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 three years
New Zealand passport	Current New Zealand passport. Only for applications made under the Trans Tasman Mutual Recognition (TTMR) Act. TTMR applicants must notify AHPRA of their Australian visa upon entry to Australia.
Australian visa	Australian visa current at time of entry to Australia, showing your name and in combination with a current foreign passport
ImmiCard	Current ImmiCard or an expired ImmiCard which was current within the preceding two years
Australian citizenship certificate	Australian citizenship certificate in applicant's name or former name

Category B: Link between the identity and person by means of photo and signature	
Document	Explanation/Description
Australian passport	Australian passport as above
Australian motor vehicle licence	Current Australian driver's licence issued by commonwealth, state or territory
Australian Working with Children/Vulnerable People Card	Current Working with Children/Vulnerable People check card
Foreign passport	Current foreign passport or travel document
Australian firearms or shooter's licence	Current Australian firearms or shooter's licence showing signature and photo
Australian student ID card	Current student ID card issued in Australia showing photo
International or foreign motor vehicle licence	Current international or foreign driver's licence showing signature and photo
Australian proof of age card	Current proof of age card or photo identity card issued by a Australian government agency in applicant's name with signature and photo

Category C: Evidence of the person operating in the Australian community and their identity	
<i>Category A or Category B document that has not already been used may be used as a Category C document</i>	
Document	Explanation/Description
Australian government benefits	Evidence of a right to an Australian government benefit (DVA or Centrelink)
Academic transcript	Academic transcript from an Australian university or institution, issued in Australia
Australian registration certificate	Current registration certificate from a non-health profession's regulatory body
Australian financial institution account	Current financial institution account details in the form of: <ul style="list-style-type: none"> • credit or ATM card • bank statement, or • letter from bank advising of account details
Australian Medicare card	Current Medicare card
Australian PAYG payment summary	PAYG payment summary less than two years old with tax file number
Australian motor vehicle registration	Current motor vehicle registration in Australia
Australian Taxation Assessment Notice	Taxation Assessment Notice less than two years old
Australian insurance policy	Current insurance account details in the form of: <ul style="list-style-type: none"> • insurance membership card, or • policy schedule
Australian pension / healthcare card	Current pension or healthcare card

Category D: Evidence of the person's identity at their current Australian residential address	
<i>Category B or C document containing evidence of a current Australian residential address which has not already been used may be used as a Category D document</i>	
Document	Explanation/Description
Australian rate notices	Paid rate notices less than 12 months old
Current Australian lease or tenancy agreement	Current lease or tenancy agreement
Australian utility account	Utility accounts (gas, water, electricity) less than 12 months old
Australian electoral enrolment card	Proof of electoral enrolment in Australia

Note: The documentation provided must include evidence of your full name and date of birth.

Appendix 2

List of Authorised Officers

In Australia, the following people are authorised to certify documents:

- Health professions: Chiropractor, dentist, medical practitioner, nurse, optometrist, pharmacist, physiotherapist, psychologist
- Legal professions: Legal practitioner, patent attorney, trademarks' attorney
- Court positions: Bailiff, justice of the peace, judge, magistrate, registrar or deputy registrar, clerk, master of a court, CEO of a Commonwealth court
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Government representatives (elected): Federal, state or territory or local
- Public servants: Federal, state or territory or local – employed for five years or more
- Permanent employees of the Australian Health Practitioner Regulation Agency
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, IPA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Member of:
 - Chartered Secretaries Australia
 - Engineers Australia, other than at the grade of student
 - Australian Defence Force (an officer; or a non-commissioned officer with five or more years of continuous service; a warrant officer)
 - Australasian Institute of Mining and Metallurgy
- Notary public
- Holder of a statutory office not specified in another item in this Part
- Police officer
- Sheriff or sheriff's officer
- Teacher (full-time) at a school or tertiary education institution

Outside Australia, the following people are authorised to certify documents:

- Justice of the peace
- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia

Appendix 3

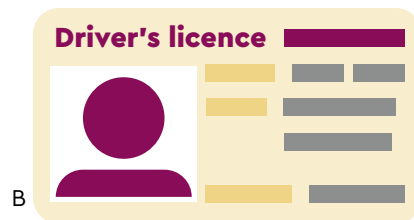
Examples of correctly certified documents

Example 1: Applicant is providing 3 pieces of identification copied on to 2 pages:

A: Australian Passport (showing signature, photograph and start of identity)

B: Current Australian Drivers licence (showing signature, photograph and proof of current address)

C: Current Medicare card (showing proof of operating in Australia)



- ✓ Documents are photocopies presented in a PDF format
- ✓ All photographs must be clear and all words must be legible
- ✓ Passport must be current within the preceding 3 years and not cancelled
- ✓ Licence must be current
- ✓ Category B document must have a photograph
- ✓ All pages with photographs must be annotated (stamped or written) as below

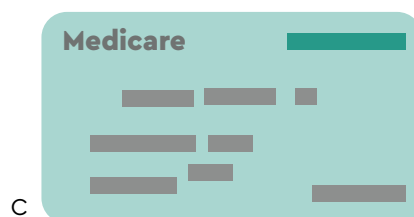
I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.

24 January 2021



Dr Jane Smith, Pharmacist, PHA000123456, 0410123123

Page 1 of 2



- ✓ Medicare card must be current
- ✓ All pages without photographs must be annotated (stamped or written) as below

I have sighted the original document and certify this to be a true copy of the original

24 January 2021



Dr Jane Smith, Pharmacist, PHA000123456, 0410123123

Page 2 of 2

Example 2: Applicant is providing 4 pieces of identification copied on to 4 pages

A: Birth certificate (showing start of identity)

B: Australian Passport (showing signature, photograph and start of identity) – see next page

C: Credit card (proof of operating in Australia but containing no current address) – see next page

D: Utility account (proof of current address) – see page 9



A



Documents are photocopies presented in a PDF format



All words must be legible



All pages without photographs must be annotated (stamped or written) as below

I have sighted the original document and certify this to be a true copy of the original

24 January 2021

Dr Jane Smith, Pharmacist, PHA000123456, 0410123123

Page 1 of 4



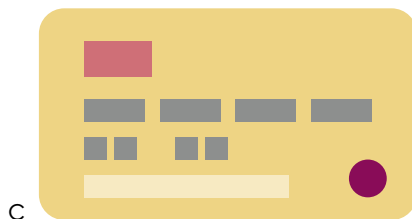
- ✓ All photographs must be clear and all words must be legible
- ✓ Passport must be current within the preceding 3 years and not cancelled
- ✓ Category B document must have a photograph
- ✓ All pages with photographs must be annotated (stamped or written) as below

I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.

24 January 2021

Dr Jane Smith, Pharmacist, PHA000123456, 0410123123

Page 2 of 4



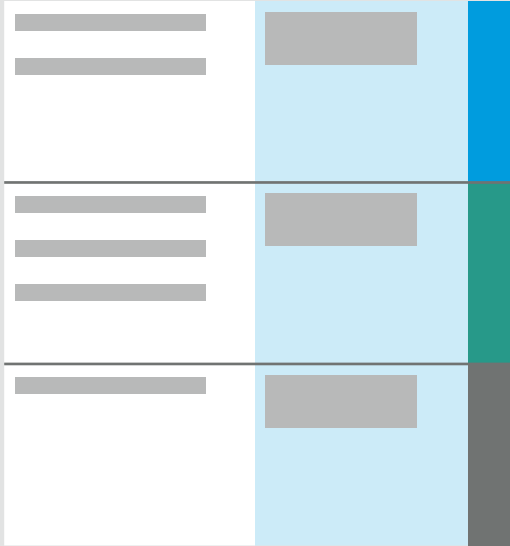
- ✓ Credit card must be current
- ✓ All pages without photographs must be annotated (stamped or written) as below

I have sighted the original document and certify this to be a true copy of the original

24 January 2021

Dr Jane Smith, Pharmacist, PHA000123456, 0410123123

Page 3 of 4



D

- ✓ Category D document must have proof of your current Australian address
- ✓ Utility bill must be less than 12 months old
- ✓ All pages without photographs must be annotated (stamped or written) as below

I have sighted the original document and certify this to be a true copy of the original

24 January 2021

Dr Jane Smith, Pharmacist, PHA000123456, 0410123123

Page 4 of 4