

100 Point Identification Check

To be completed by locum agency and sent to the Area Health Service

Instructions:

1. The 100 point identification check **must** be completed prior to lodgement of a NSW Criminal Record Check or Working with Children background check.
2. Employers are required to sight original identifying documents, certify a photocopy which is to be retained on the applicant's **personnel** file, and ensure that an appropriately delegated officer completes the record of identifying documents below.
3. One primary document **must** be submitted from section (A) which is 70 points and other documents from section (B) which make up the 30 points.
4. The point score of documents produced must total at least 100 points, and for applicants 18 years or over, **must** include at least one form of photo ID.
5. ***If the compulsory document from section A indicates that the person may not be an Australian citizen or permanent resident eg was born overseas or does not hold an Australian or New Zealand passport, evidence of Australian citizenship or appropriate visa/work permit that allows work in Australia must be sighted, photocopied and certified.***

ITEM	POINT SCORE
(A) Primary Documents – Only one must be submitted	
<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages ▪ Citizenship Certificate ▪ Current Passport ▪ Expired passport which has not been cancelled and was current within the preceding 2 years 	70
(B) Secondary Documents	
<p><i>The following documents must have a PHOTOGRAPH and NAME:</i></p> <ul style="list-style-type: none"> ▪ Driver Licence issued by an Australian State or Territory ▪ Licence or permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence) ▪ Identification card issued to a public employee ▪ An identification card issued by the Commonwealth, a State or Territory as evidence of the applicant's entitlement to a financial benefit ▪ An identification card issued to a student at a tertiary education institution ▪ A Proof of Age Card or NSW Photo Card issued by the NSW Roads and Traffic Authority (Note: The RTA Proof of Age Card is valid until 13 December 2008) 	40
<p><i>The following documents must show NAME and ADDRESS:</i></p> <ul style="list-style-type: none"> ▪ A document held by a cash dealer giving security over the applicant's property ▪ A mortgage or other instrument of security held by a financial body ▪ Council rates notice ▪ Document from the applicant's current or former employer within the past 2 years ▪ Document from the Credit Reference Association of Australia ▪ Land Titles Office record 	35

ITEM	POINT SCORE
<p>The following documents must show NAME and SIGNATURE – points from the same source may only be counted once (i.e. a Mastercard and EFTPOS card issued by the same financial institution):</p> <ul style="list-style-type: none"> ▪ Marriage Certificate (for maiden name only) ▪ Credit Card (once sighted and photocopied, card no should be blacked out on copy before filing) ▪ Foreign Driver's Licence ▪ Medicare Card (signature not required) ▪ Membership card for a registered club ▪ NRMA Membership ▪ EFTPOS Card 	25
<p>The following documents must show NAME and ADDRESS:</p> <ul style="list-style-type: none"> ▪ The electoral roll compiled by the Australian Electoral Commission and available for public scrutiny ▪ A recent signed reference of recommendation from an acceptable referee (eg doctor, teacher, clergy, banker, police etc) ▪ Lease/rental agreement ▪ Rent receipt from a licensed real estate agent ▪ Records of a public utility – eg. telephone, water, gas or electricity bill) ▪ Records of a financial institution ▪ A record held under law other than a law relating to land titles 	25
<p>The following documents must show NAME and DATE OF BIRTH:</p> <ul style="list-style-type: none"> ▪ The records of a primary, secondary, or tertiary institution attended by the applicant within the past 10 years ▪ The records of a professional or trade association of which the applicant is a member 	25

Record of identifying documents:

Please record relevant details in the table below:

Description of document	Date of Issue	Place/ Office of issue/ issuing organisation	Expiry date	Ref. or doc. number	Points
Total points					

Name and position of officer sighting documents

Submit this completed form to the Area Health Service for the placement of locum Medical Officer