

READ THIS GUIDE FROM START TO FINISH BEFORE STARTING THE APPLICATION FORM

Your NDIS worker screening check application form is enclosed. Do not photocopy or give your form to anyone else.

Instructions for submitting your application form

Step 1

Complete Sections A - D of the application form

Complete the form without signing Section E. You need to sign section E in front of a certifying Officer, such as a Justice of the Peace.

If you are under the age of 18 you must get your parent or legal guardian to complete and sign section F and provide identification information.

Step 2

Prepare your proof of identity documents

You must provide four proof of identity (POI) documents:

- one commencement of identity document
- one primary use in the community document
- two secondary use in the community documents.

The list of acceptable documents is listed on page 2 of this guide.

Your documents must also meet the following conditions:

- When combined, the documents must verify your full name, date of birth and photo.
- All documents must be current
- You cannot use two of the same type of identity documents to make up the four documents (for example, two different credit cards).
- With the exception of Foreign Passports, all proof of identity documentation must be Australian issued.
- If you don't have an identity document containing a photograph in documents listed, you must submit a passport style photograph that has been certified, stating that the photograph is a photograph of the Applicant.

If you have changed your name

The name on your application form must match the name on your identity documents. If the names don't match, you must provide a linking document between the different names. You may provide:

- a marriage certificate (issued by a State Registry of Births, Deaths and Marriages)
- a name change certificate (issued by a State Registry of Births, Deaths and Marriages)
- divorce papers linking both names
- a deed poll

Step 3

Visit a Certifying officer

Take your original identity documents and their photocopies to a certifying officer (for example, a Justice of the Peace) and ask them to:

1. Sight the original copies of your identity documents and certify the photocopies writing, "Certified to be a true copy of the original seen by me."
2. Witness you signing Section E of the application form.
4. Complete and sign the Section G, 'Certifying officer's declaration' of the form.
5. Ensure their name and registration number (where appropriate) is written legibly below their signature.

Step 4


Pay the fee for an NDIS Check

Complete the payment form on the last page of the application form. The fee for an NDIS Check is \$ This fee cannot be refunded.

Please note that personal and business cheques cannot be accepted.

Worker Screening Victoria

 Web: www.vic.gov.au/ndis-worker-screening-check

 Customer Support: 1300 652 879
8.30am–5pm weekdays (excluding public holidays)



National Relay Service: www.relayservice.com.au

Interpreting Services: 13 14 50

TTY: 13 36 77 Speak & Listen: 1300 555 727

Step 5

Post your application and documents

Post your:

- Completed application form
- Certified copies of your identity documents
- The completed payment form

Mail the above documents to :

NDIS Worker Screening
Department of Justice and Community Safety
GPO Box 1915
MELBOURNE VIC 3001

Please note that incomplete applications cannot be accepted and will be returned.

Additional information

You can only apply for an NDIS Check if you are working in a risk assessed NDIS role. Your employer or a self-managed NDIS participant will need to verify your engagement with them.

Under the *Worker Screening Act 2020* it is a criminal offence to provide false or misleading information when applying for a Check.

Once we receive and verify your application, we will send you the payment receipt and your application number by email.

Proof of Identity documents

Commencement of identity documents

- Full Australian birth certificate (not an extract or birth card)
- Australian passport (not expired)
- Australian visa current at the time of entry to Australia
- Immi card issued by Department of Home Affairs
- Certificate of identity issued by DFAT
- Document of identity issued by DFAT
- Certificate of evidence of residence status
- Australian citizenship certificate

Primary use in community identity documents

- Full Australian birth certificate (not an extract or birth card)
- Australian passport (not expired)
- Australian visa current at the time of entry to Australia
- Immi card issued by Department of Home Affairs
- Certificate of identity issued by the Department of Foreign Affairs and Trade (DFAT) to refugees and non Australian citizens
- Document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country
- Certificate of evidence of residence status
- Australian citizenship certificate
- Australian drivers' licence or learner permit
- Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- Foreign passport with a valid entry stamp or visa
- Proof of age or photo identity card issued by an Australian Government agency with a signature and photo
- Shooters or firearms licence showing signature and photo (not minor or junior permit licence)
- For persons under 18 years of age with no other Primary use in Community Documents, a current student identification card with a signature or photo.

Secondary use in community identity documents

- Certificate of identity issued by DFAT
- Document of identity issued by DFAT
- Convention travel document (United Nations) issued by DFAT
- Foreign government issued documents (ex. drivers' licence)
- Medicare card
- Enrolment with Australian Electoral Commission
- Security guard or crowd control photo licence
- Evidence of right to an Australian government benefit (Centrelink or Veteran's Affairs)
- Consular photo identity card issued by DFAT
- Photo identity card issued to an officer by a police force
- Photo identity card issued by the Australian Defence Force
- Photo identity card issued by the Australian Government or state or territory government (Working with Children or Vulnerable People card or government issued occupational licence)
- Aviation Security Identification card
- Maritime Security Identification card
- Credit reference check
- Australian secondary or tertiary student identification document
- Certified academic transcript from an Australian university
- Trusted referees report (a letter or declaration from a trusted source, including a General Practitioner, pharmacist, or the principle of the applicant's school, on a company letterhead, and validating the applicant's relationship to this source)
- Bank card, credit card or bank statement (without recording the payment card number/s)*
- State/territory government rates assessment notice or Australian Taxation Office assessment notice
- Australian utility bill showing name and address
- Australian Private Health Insurance Card
- Australian Trade Association card
- Keypass card issued by Australia Post

*American Express and Diners Club cards cannot be accepted.

Justice Departments in Australia

VIC
www.justice.vic.gov.au
Tel: 03 8684 0000

ACT
www.ag.gov.au
Tel: 132 281

TAS
www.justice.tas.gov.au
Tel: 1300 135 513

NSW
www.justice.nsw.gov.au
Tel: 02 8688 7777

QLD
www.justice.qld.gov.au
Tel: 13 74 68

NT
justice.nt.gov.au
Tel: 08 8935 7777

SA
www.agd.sa.gov.au
Tel: 131 882

WA
www.justice.wa.gov.au
Tel: 08 9264 1600