



Chiropractors Board of Queensland



Dental Board of Queensland



Dental Technicians and Dental Prosthetists Board of Queensland



Medical Radiation Technologists Board of Queensland



Occupational Therapists Board of Queensland



Optometrists Board of Queensland



Osteopaths Board of Queensland



Pharmacists Board of Queensland



Physiotherapists Board of Queensland



Podiatrists Board of Queensland



Psychologists Board of Queensland



Speech Pathologists Board of Queensland

# Policy and Procedure: Proof of identity

## 1.0 Purpose and Scope of Policy

1.1 The purpose of this policy is to define the Boards' standard for accepting documents that prove an applicant's identity in order to proceed with processing an application for registration.

1.2 This policy does not apply to those applicants who are currently registered in Australia or New Zealand if they apply for registration under the mutual recognition legislation.

## 2.0 Introduction and relevant legislation

2.1 The Boards have a statutory responsibility to protect the public and to maintain public confidence in the health professions. The Boards must have confidence in the personal identification processes employed to validate the identity of all health practitioners. By employing a personal identification model based on the *Financial Transaction Reports Act 1988 (Cth)*, requiring a 100-point identification check to confirm identity, the Boards will minimize the risk of identity fraud during the application process.

2.2 In accordance with the health practitioner registration Acts applications for registration must be made in the approved form. The approved form requires all applicants to provide proof of their identity.

## 3.0 Definition

3.1 **'Proof of identity'** refers to the types of documentary evidence that, when combined, provide confidence that applicants are who they say they are.

## 4.0 Requirements for Applicants — Proof of identification

4.1 All applicants for registration must satisfy the respective Board of their identity. Applicants must provide proof of personal identity by presenting verifiable documentation that can be matched to the applicant. (See paragraph 5 for requirements for proof of name change.)

4.2 Documents with a minimum value of 100-points must be submitted before an application for registration may proceed.

4.3 Provided below is a list of those documents that may be presented to the Boards along with their matched point value:

- **ONE** (and only one) document from **Category A** must be submitted
- **PLUS** either **ONE** document from **Category B** OR **TWO** documents from **Category C** must be submitted.
- ALL documents must be true certified or notarised copies of the original (NB the original IELTS document must be provided)

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- At least ONE document must include a recent photograph
- At least ONE document must be in the applicant's current name
- ALL documents must be officially translated in English (if necessary)
- ALL documents must be current/valid at the date of submission.

### 4.4

Category	Point value	Acceptable documents
A	70 points	<ul style="list-style-type: none"><li>• Passport</li><li>• Birth Certificate/Birth Card (NSW) (original or extract)</li><li>• Citizenship certificate</li></ul>
B	40 points	<ul style="list-style-type: none"><li>• Licence or permit issued under a law of the Commonwealth, State or Territory</li><li>• Identification Card issued to a public employee</li><li>• Identification Card issued by Commonwealth, State or Territory as evidence of a persons entitlement to a financial benefit</li><li>• Student ID Card issued from Australian tertiary education institution</li><li>• International English Language Testing System Test Report Form (IELTS–TRF) — Original document must be provided (with photograph only).</li></ul>
C	25 points	<ul style="list-style-type: none"><li>• International Drivers Licence</li><li>• Medicare Card/Public Utilities Accounts/Rates Notice</li><li>• Financial Institution Credit Card/Cash card or Passbook</li><li>• Verification of Registration Status document from an immediate previous regulatory authority <i>only if received directly from that regulatory authority in accordance with Verification of Registration Status National policy</i></li><li>• Evidence of current registration from overseas regulatory authority.</li></ul>

4.5 Only documents that are appropriately certified and translated will be acceptable. See policies *Witnessing and certifying documents* and *Translation of documents*.

## 5.0 Requirements for applicants — Proof of name change

5.1 Applicants who have changed their name must provide proof to the Boards of the change/s of name by presenting verifiable documentation that can be matched to the applicant. Documents that are acceptable as proof are **certified copies** of:

- The following documents which are or have at one time been issued by the Australian Registrar of Births, Deaths and Marriages (or by an equivalent authority):
  - Change of name certificate

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- Deed Poll (noting that change of name by deed poll is no longer available in Queensland)
  - Full marriage certificate (Note: A marriage certificate issued by a celebrant or religious leader is not acceptable).
  - Upon divorce or annulment, where applicant chooses to return to the pre-marriage surname or birth name, a certified copy of a full birth certificate, full marriage certificate, or a divorce certificate (decree nisi or degree absolute) issued by the appropriate authority providing they show the name being reverted to.
- 5.2 Name changes must be linked, i.e. there must be a complete record of name changes from the name shown on a birth certificate, to the present name. If an applicant has had two or more names, all name change documents must be provided.

### 6.0 Exemptions

- 6.1 There are no exemptions to this policy for any primary application.
- 6.2 Applicants are not required to comply with the 100-point standard if they:
- Are making concurrent registrations where 100-point proof of identity has been provided with the primary application. For example, applying for general and specialist registration at the same time.
  - Are applying for renewal of registration
  - Are applying for restoration of registrations, within 3 months after expiry.

### 7.0 Timeframes

- 7.1 If inadequate proof of identity has been provided, the Board will forward a letter of incomplete application to the applicant outlining the further information required. No further processing of the application will occur until the outstanding information is provided. (See policy *Incomplete applications*.)

### 8.0 Policy review

- 8.1 This policy will be reviewed annually from the date of endorsement, with amendments to be proposed to Boards as required.
- 8.2 The Director, Registration Services Program will be responsible for conducting the review of the policy and recommending amendments to the Boards.

**Commencement date:** 1 July 2009  
**Review date:** July 2010