

Proof of Identification and Income

This checklist shows the types of documents required by the department to confirm a person's identity and prove their income.

PROOF OF IDENTIFICATION

Category A

Any **one** of the following primary sources is an acceptable form of identification:

1. Driver's licence
2. NT evidence of age card from the Motor Vehicle Registry (MVR)
3. Passport



Other Category A documents

A current Police Service ID card from an Australian jurisdiction, a current Australian Defence Force ID card or a current document of identity issued by the Passport Office are also accepted as primary sources of identification.

Category B

If you do not have category A identification, **at least two** of the following other types of identification must be presented. One of the secondary sources must show photographic identification.

4. Birth, marriage or divorce certificate issued by an Australian State or Territory
5. Medicare card
6. Concession or health care card issued by the Australian Government
7. Photographic identification from a local Aboriginal authority
8. Working with Children Check issued by an Australian State or Territory
9. Notice of Assessment from the Australian Taxation Office no more than 12 months old
10. Centrelink Income Statement
11. Citizenship, naturalisation, immigration papers issued by the Department of Immigration and Border Protection
12. Utility account with evidence of payment



Other Category B documents

A document listed in Category A which has expired in the last two years and a current overseas passport with current entry stamp are also accepted as secondary sources of identification.

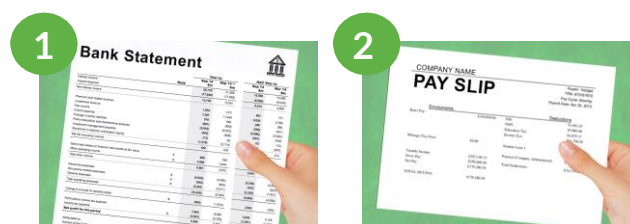
Identification documents for children

Dependent children under the age of 18 may be identified by; any Category A document, a birth certificate issued by an Australian state or territory, current Medicare card, proof of custody documents, or a document issued by Centrelink.

PROOF OF INCOME

The documentation you provide must

- detail your full name
- be no more than a fortnight old at the time you submit an application
- be on official letterhead, remittance advice or be provided electronically directly from the paying authority and
- contain full details of all income received.



Acceptable proof of income includes

1. Bank Statement showing at least three months of transactions
2. Pay slip/s

INSUFFICIENT FORMAL IDENTIFICATION

If you do not have two secondary sources of identification, an authorised referee may complete the department's 'Proof of Identification' form to verify your identity. The authorised referee must state that he or she has known the applicant for at least two years and can verify your identity. Authorised referees include but are not limited to:

- a chairperson, secretary or CEO of an incorporated Indigenous organisation (such as land councils, community councils, housing organisations)
- a Remote Jobs and Communities Program provider
- school principal
- school counsellor
- minister of religion
- treating health professional or manager in Aboriginal Medical Services or
- a public servant with at least five years' service in either the Northern Territory or the Australian Government.

Disclaimer

The Department of Housing and Community Development has the discretion not to accept identification and documentation that it believes to be of insufficient quality and reliability. We may use discretion to accept any formal document that may go towards establishing a person's identity or income.

Your personal information is protected by the *Information Act*. Any person acting on behalf of a client must provide documentation that confirms the client has consented to that person acting on their behalf, including that they consent for the department to release personal information to that representative. The documents must be signed by the client.