

## Information Sheet

### Changes to the requirements for national criminal record checks

All applicants to the TRBWA for teacher registration (including the renewal of registration and transition between registration categories) are required to provide consent for a national criminal record check. National criminal record checks are undertaken on behalf of the TRBWA by the Australian Criminal Intelligence Commission (ACIC). The provision of consent for ACIC to undertake a national criminal record check includes the submission of identification documentation.

Previously, applicants were required to provide 100 points of certified identification with their consent for a national criminal record check.

From 29 June 2018, all applications for teacher registration must meet the ACIC's new requirements for obtaining a national criminal record check. The new requirements relate to identification documentation and the process to verify an applicant's identity.

**Under the new requirements, applicants are required to provide four identity documents as detailed below. The combination of these documents must contain the applicant's:**

- Full name
- Date of birth
- Photograph

**Applicants must provide:**

**One** document from the list of **Commencement** of identity documents:

- a) full **Australian birth certificate** (not an extract or birth card)
- b) current **Australian passport** (not expired)
- c) **Australian visa** current at time of entry to Australia as a resident or tourist
- d) **ImmiCard** issued by the Australian Government Department of Home Affairs (previously the Department of Immigration and Border Protection)
- e) **certificate of identity** issued by the Australian Government Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- f) **document of identity** issued by the Australian Government Department of Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g) certificate of **evidence of resident status**.

**One** document from the list of **Primary** use in the community documents:


- a) current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- b) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c) current **passport** issued by a country other than Australia with a valid entry stamp or visa
- d) current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e) current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f) for persons under 18 years of age, a current **student identification card** with a signature or photo.

**Two** documents from the list of **Secondary** use in the community documents:

- a) **certificate of identity** issued by the Australian Government Department of Foreign Affairs and Trade
- b) **document of identity** issued by the Australian Government Department of Foreign Affairs and Trade
- c) **convention travel document** secondary (United Nations) issued by the Australian Government Department of Foreign Affairs and Trade
- d) **foreign government issued documents** (for example, drivers licence)
- e) **Medicare card**
- f) **enrolment with the Australian Electoral Commission**
- g) **security guard** or **crowd control photo licence**
- h) **evidence of right to an Australian Government benefit** (Centrelink or Veterans' Affairs)
- i) **consular photo identity card** issued by the Australian Government Department of Foreign Affairs and Trade
- j) **photo identity card** issued to an officer by a police force
- k) **photo identity card** issued by the Australian Defence Force
- l) **photo identity card** issued by the Australian Government or a state or territory government (for example, **Working with Children Card**)
- m) **Aviation Security Identification Card**
- n) **Maritime Security Identification card**
- o) **credit reference check**
- p) **Australian tertiary student photo identity document**
- q) **Australian secondary student photo identity document**
- r) **certified academic transcript from an Australian university**
- s) **trusted referee's report**
- t) **bank card**
- u) **credit card.**

**As part of the new ACIC requirements, the TRBWA will also be required to verify the identity of the person making the application.**

For **existing registered teachers**, making an online application (for renewal of registration or transition between registration categories), this verification will occur through the registration application process.



For **new applicants** for teacher registration including those who were previously registered and are reapplying for registration, this verification will occur by appointment only via one of the following methods:

- a) Applicants may attend the TRBWA office in person. A person's identity will be verified through face-to-face comparison with the original photo identification document.
- b) Those applicants unable to attend the TRBWA office will be contacted via video call. The applicant's identity will be verified using the original photo identification document submitted as part of the application.

For further information on national criminal record checks go to the 'Professional Conduct' section on the TRBWA website [trb.wa.gov.au](http://trb.wa.gov.au).