

Proof of Identity GUIDELINES

FACT SHEET

Purpose

To provide guidelines on the provision of evidence required by:

- applicants for teacher registration and permission to teach; and
- currently approved teachers who change their name

Rationale

The Queensland College of Teachers (QCT) has a 'proof of identity' system which must be robust, reliable and based on contemporary best practice standards. Correct recording of an applicant's name together with linkages between current and previous names is vital to ensure accurate national criminal record check outcomes. These checks contribute in a large way to protecting student safety. The accurate recording of an approved teacher's up-to-date name on the Queensland Register of Teachers helps employers ensure that only approved teachers are teaching in Queensland schools.

Requirement for applicants to establish proof of identity

The *Education (Queensland College of Teachers) Act 2005* (the Act) prescribes that applications for approval to teach must be accompanied by documents or information, identified in the approved form, reasonably required by the QCT to decide the application.

The documentation requirements are outlined in Schedule 1 and 2.

The QCT requires, as a minimum, two 'proof of identity' documents from an applicant.

Where an applicant has used more than one name in their lifetime, official evidence of all name changes is required. In addition to the 'name change' document(s), one of the two 'proof of identity' documents must be an official birth certificate or an extract of birth certificate.

Commemorative or ceremonial marriage certificates cannot be used as proof of a name change.

Requirement for currently approved teachers to advise of any change to their name

The legislation prescribes that an approved teacher must give notice to the QCT of a change to the teacher's name. Evidence of the name change is required.

The documentation requirements are outlined in Schedule 2.

Where an approved teacher is returning to a name they previously used, document requirements may vary. For example, returning to a birth name would generally require an official birth certificate or extract of birth certificate, however the QCT may already hold this.

Exceptions

Applicants or approved teachers who are not able to meet the document requirements due to special circumstances are given the opportunity to provide further identification documents to confirm their identity or advise of any change to their name, e.g. where a person has lost a particular document due to natural disaster or war and they are unable to obtain a replacement. These cases are considered on a case by case basis by referral to the Executive Manager, Registration for determination.

Online document verification by the QCT

The QCT incorporates online identity verification as part of both the application and name change notification processes. Australian identification documents may be verified without having to provide them to the QCT.

However not all applicants and approved teachers possess identification documents of the type which are able to be verified through the QCT's online verification service. Some may also prefer to provide copies of their documents rather than using the online verification process. Choosing online verification is voluntary.

Where identification documents are posted to the QCT they must be certified copies of the original document.

Schedule 1: For persons who have used only one name in their lifetime

Requirement	Document	Online verification	QCT verification
Any 2	Australian official birth certificate	✓	✓
	Australian passport (up to three years past expiry)	✓	✓
	Australian current driver's licence	✓	✓
	Australian citizenship certificate	✓	✓
	Australian visa	✓	✓
	Australian Government Immicard	✓	✓
	Official birth certificate from countries other than Australia	X	✓
	Overseas current passport	X	✓
	Extract of birth certificate (if official birth certificate not being provided)	X	✓
	Proof of Age card or official identity card issued by any Australian State or Territory Government authority or the Australian Government	X	✓
	Any official identity card issued by a foreign government that displays the person's full name and date of birth	X	✓

Schedule 2: For persons who have used more than one name in their lifetime

Requirement	Document	Online verification	QCT verification
1 for each name change	Australian official marriage certificate	✓	✓
	Australian change of name certificate	✓	✓
	Official marriage certificate from any country other than Australia	X	✓
	Change of name certificate from any country other than Australia	X	✓
	Statutory declaration of name change where an official name change has not been made	X	✓
Plus any 1	Australian official birth certificate	✓	✓
	Official birth certificate from countries other than Australia	X	✓
	Extract of birth certificate	X	✓
Plus any 1*	Australian passport (up to three years past expiry)	✓	✓
	Australian current driver's licence	✓	✓
	Australian citizenship certificate	✓	✓
	Australian visa	✓	✓
	Australian Government Immicard	✓	✓
	Overseas current passport	X	✓
	Proof of Age card or official identity card issued by any Australian State or Territory Government authority or the Australian Government	X	✓
	Any official identity card issued by a foreign government that displays the person's full name and date of birth	X	✓

*except for currently approved Queensland teachers changing their name

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