

Proof of Identity GUIDELINES

Purpose

To provide guidelines on the provision of evidence required by applicants of their identity for teacher registration and permission to teach.

Requirement to establish proof of identity

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

The QCT's 'proof of identity' system 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 QCT requires, as a minimum, two 'proof of identity' documents from an applicant. The documents must confirm the applicant's full name and date of birth and at least one must be issued by a government agency.

The documentation requirements are outlined in Schedule 1.

Applicants who are not able to meet the identity requirements due to special circumstances are given the opportunity to provide further identification documents to confirm their identity, e.g. where a person has lost particular documents due to natural disaster or war. These cases are considered on a case by case basis by referral to the Executive Manager, Registration for determination.

Evidence of **all** name changes is required. This must be accompanied by either a full birth certificate or an extract of your birth certificate and one other identification document listed in Schedule 1.

Online document verification by the QCT

The QCT incorporates online identity verification as part of the application process. Applicants with Australian identification documents may be able to verify those documents without having to provide certified copies to the QCT.

However not all applicants possess identification documents of the type which are able to be verified through the QCT's online verification service. Some applicants 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 which are not verifiable online they must be certified copies of the original document.

Schedule 1

Proof of identity requirements

| Requirement | Document | Online verification | QCT verification |
|---|--|---------------------|------------------|
| Any TWO (including full birth certificate or extract of birth certificate if name changed) | Australian full birth certificate | ✓ | ✓ |
| | Australian passport (up to three years past expiry) | ✓ | ✓ |
| | Australian current driver's licence | ✓ | ✓ |
| | Australian citizenship certificate | ✓ | ✓ |
| | Australian visa | ✓ | ✓ |
| | Australian Government Immicard | ✓ | ✓ |
| | Full birth certificate from countries other than Australia | X | ✓ |
| | Overseas current passport | X | ✓ |
| | Extract of birth certificate (if full birth certificate not being provided) | X | ✓ |
| | Proof of age card or identity card issued by any Australian State or Territory Government authority or the Australian government | X | ✓ |
| | Any official card issued by a foreign government that displays the person's full name and date of birth | X | ✓ |
| For each name change - Any ONE from list (plus full birth certificate or extract of birth certificate) and ONE other identification document. | Full Australian marriage certificate | ✓ | ✓ |
| | Australian change of name certificate | ✓ | ✓ |
| | Full 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 | ✓ |

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