



APPLICATION CHECKLIST FOR CLIENTS

WHAT YOU NEED WITH YOUR APPLICATION

1. VERIFICATION OF BANK SAVINGS

For recipients of Centrelink benefits, information obtained via an up-to-date Centrelink Income Statement or the Income Confirmation Scheme is acceptable. The dollar value of the cash assets is shown next to the description "Cash/ Investment/Savings".

For recipients of a wage/salary or self-employed: proof may be in the form of an up-to-date statement from a bank or other financial institution and/or evidence from a registered accountant.

2. PROOF OF INCOME

Pension or Benefit

Income statement from Centrelink or Department of Veteran Affairs no more than four weeks old.

Wage and Salary Earner

Employer Income Verification Statement completed by employer or consecutive wage slips for the last three months. Regular overtime must be declared.

Self-Employed

Notice of Assessment from the Australian Taxation Office for the previous financial year or proof of income for the last three months.

3. PROOF OF IDENTITY

To verify identity, clients are required to provide documents that verify:

- i. birth or arrival in Australia; and
- ii. verify use of that identity in the community.

The following lists the acceptable identity documents which can be submitted. Provide one original document or certified copy for each category which verifies the name and date of birth.

Verification of Birth or Arrival in Australia

- Australian Birth Certificate
- Australian Birth Extract
- Australian Passport
- Certificate of Australian Citizenship
- Department of Home Affairs ImmiCard or evidence of immigration status
- Citizenship by Descent
- Certificate of Naturalisation
- Declaratory Certificate of Citizenship
- Evidentiary Certificate of Australian Citizenship
- Document or certificate of identity issued by Department of Foreign Affairs and Trade
- Foreign passport with evidence of immigration status issued by the Department of Home Affairs



Verification of use of identity in the community

- Concession or Health Care Card issued by the Department of Human Services
- Australian government issued proof of age card/photo card
- Driver's licence, learner's permit, provisional licence or Department of Transport photo card
- Motor vehicle registration papers
- Electricity, gas, insurance, phone or water accounts
- Evidence of right to a government benefit (Department of Veterans' Affairs or Centrelink)
- Medicare card
- Statement of account from a financial institution
- Restraining Orders or Peace Orders
- Legal documents such as adoption papers, maintenance agreement, attested will, power of attorney, document of appointment as a Justice of the Peace, summons, bail papers or traffic infringement notices
- Change of Name Certificate issued by the Registry of Births, Deaths and Marriages
- Australian Marriage Certificate issued by a government department
- Divorce Order
- Current Western Australian Working with Children Card
- Commonwealth or state/territory government identity card
- Notice of Assessment with Tax File Number issued by the Australian Taxation Office
- Prisoner Discharge Certificate
- Enrolment with the Australian Electoral Commission
- Australian student photo identity documents
- Certified academic transcript from an Australian university
- Australian Certificate of Discharge
- Australian Defence Force photo identity card
- Police Force Officer photo identity card
- Nurse's Registration Board documents
- Firearms licence
- Aviation Security Identification Card
- Maritime Security Identification Card
- Security Guard/Crowd Control photo licence