

Fit to Work Check (police check)

We are obliged to conduct a Fit To Work (police check) before you can start volunteering or working with us. To make this as easy as possible please read the following instructions carefully:

- You ARE REQUIRED to bring 100 points of identity documents to your interview
- If you do not have 100 point of identify we cannot complete your application
- We have prepared a 100 Points of Identity Guide below, highlighting the documents you can use to make up your 100 points of identity.
- Please call our office BEFORE your interview if you believe you will have trouble producing the required identification documents to discuss – ph. 6651 4093.
- Lifeline North Coast will conduct your Fit To Work check at no cost to you.
- Getting the Fit To Work finalised can be a tricky part of the process but we are here to guide you.

100 POINTS OF IDENTITY GUIDE

1. Information you need to know:

- Identification must not be expired.
- A physical copy of all IDs must be brought along to the interview.
- All identification will be photocopied, witnessed in person and signed by our JP (Cheryl)
- At least one form of identification needs to be photo ID

2. Four types of identification are needed.

ONE document from category 1

- Australian Passport
- Australian Birth certificate
- Immigration card (photo and birthdate need to be on it)
- Australian Visa
- Certificate of evidence of resident status (must have birthdate on it)

*If the last name on any of the above identifications is different than the rest of your ID, a change of name (such as a marriage certificate is also needed)

ONE document from category 2

- Australian Driver's licence
- Foreign passport
- Proof of age/photo identity card
- Australian Marriage certificate

TWO documents from category 3

- Medicare card
- Seniors Card
- Pension/Veterans Affairs/Health Care card
- Bank-credit/debit card
- Rates/Bill with your name and address
- Overseas drivers' licence
- Enrolment with Australian Electoral Commission
- Tafe/Uni photo card
- Private health card

3. Options:

- If no ID from category 1 is available, we can use your Australian Drivers licence, however, a second document from category 2 will need to be supplied - two in total from category 2 is acceptable
- If documents are unavailable, we can provide a statutory declaration form signed by yourself and witnessed by our JP (Chery) to state that you changed your name when you were married-if possible, providing your Maiden/Previous name and the date (or wedding date) of the name change.