

## Applicant Identity Document Verification

Prior to the submission of each ACIC National Police History Check, the minimum proof of identity requirements must be met. The ID documents can either be verified by an authorised member within the organisation or copies can be provided with a selfie to match an individual with their ID documents. AFP checks are still using the 100 points of ID verification.

### Verifying ID

Original copies of ID can be sighted in person by the Authorised Officer processing the applicants National Police History Check, or by another member of your organisation, provided they have been given permission to perform this duty by your organisation.

For checks completed online, the Authorised Officer is responsible for reviewing and confirming that the ID uploaded is correct and matches the applicant's data.

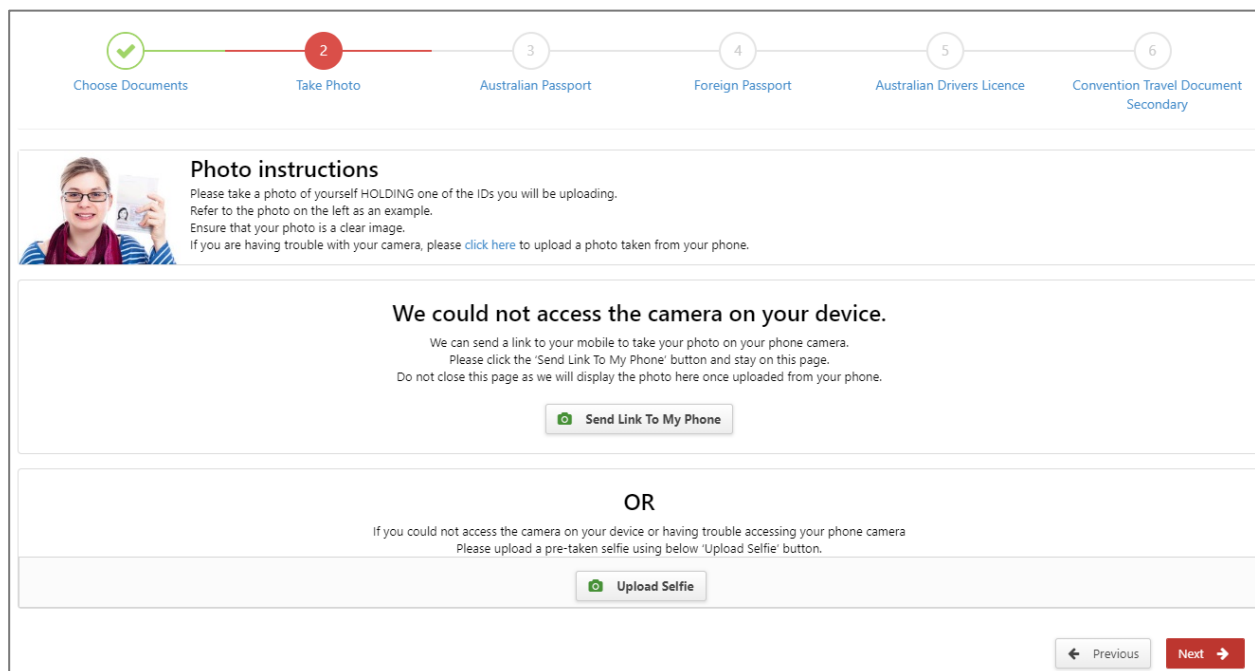
When sighting original identification to be included with the submission of paper based or hand-written consent forms, the ID needs to be compared to the information provided on the applicant's consent form; i.e. the applicant's full name, date of birth and gender details at a minimum must be correct.

As best practice, *fit2work* recommends;

- The original ID provided by the applicant is copied by the person reviewing the ID
- The ID copies should be attached to the consent form provided by the applicant and provided to the Authorised Officer

### Selfie Supported ID

When supplying ID, the applicant must take a photo of themselves holding up their ID next to their face to match themselves to their ID documents.



The screenshot displays a progress bar at the top with six steps: 1. Choose Documents (green checkmark), 2. Take Photo (red circle, current step), 3. Australian Passport, 4. Foreign Passport, 5. Australian Drivers Licence, and 6. Convention Travel Document Secondary.

**Photo instructions**  
Please take a photo of yourself HOLDING one of the IDs you will be uploading.  
Refer to the photo on the left as an example.  
Ensure that your photo is a clear image.  
If you are having trouble with your camera, please [click here](#) to upload a photo taken from your phone.

**We could not access the camera on your device.**  
We can send a link to your mobile to take your photo on your phone camera.  
Please click the 'Send Link To My Phone' button and stay on this page.  
Do not close this page as we will display the photo here once uploaded from your phone.

[Send Link To My Phone](#)

**OR**  
If you could not access the camera on your device or having trouble accessing your phone camera  
Please upload a pre-taken selfie using below 'Upload Selfie' button.

[Upload Selfie](#)

← Previous    **Next** →

The applicant needs to take a photo of themselves while holding their ID next to their face so that *fit2work* can link the applicant to the photo on the ID document.

**Note:** *The fit2work system will update the ID requirements listed for the applicant depending on the checks that have been requested. E.g. AFP checks are still using the 100 points of ID verification. Entitlement to Work checks require a passport.*