



ESC Submission Checklist

Online Submission Process via ESC Online

<input checked="" type="checkbox"/>	ESC Submission Checklist
<input type="checkbox"/>	1. Read the ESC Information Pack and all relevant ESC / integrity policy documents
<input type="checkbox"/>	2. Print, read and sign/initial supporting documents <ol style="list-style-type: none">Privacy Notice and General ConsentDrug Acknowledgement Form
<input type="checkbox"/>	3. Print, read and sign the Statutory Declaration in front of an authorised witness
<input type="checkbox"/>	4. Print, read and sign the Official Secrets form in front of a qualified witness
<input type="checkbox"/>	5. Scan all forms to PDF ready for submission
<input type="checkbox"/>	6. Scan clear colour copies of all required proof of identity documents
<input type="checkbox"/>	7. Ensure all documents for upload are correctly named
<input type="checkbox"/>	8. Log into ESC Online
<input type="checkbox"/>	9. Complete the ESC Questionnaire upload your supporting documents and
<input type="checkbox"/>	10. Submit your completed ESC Questionnaire and supporting documents via ESC Online

Contact Us

If you have questions regarding the ESC application process or its requirements, or require technical assistance, contact the Pre-employment Screening team at ESC@homeaffairs.gov.au or 1300 243 717 Monday to Friday, 9am to 3pm.

ESC Submission Requirements

1. Read the ESC information pack and relevant policy documents

These documents outline information surrounding the ESC process, your obligations, our responsibilities and the process and criteria the Pre-employment Screening section follow while undertaking assessments.

- The Employment Suitability Screening Policy outlines the employment suitability screening framework and requirements within the Department.
- The Employment Suitability Screening Process Supporting Material outlines the employment suitability screening process.
- The Employment Suitability Clearance Assessment Criteria outlines the risk factors assessed during the Department's employment suitability screening process and which may be taken into consideration when determining if an individual should be granted an ESC.
- The Employment Suitability Clearance Information Pack contains important information you need to know, and will assist you with completing and lodging your application for an ESC.
- The Privacy Notice explains why the Department of Home Affairs is collecting your personal information and how this information will be handled.
- The Drug and Alcohol Policy outlines the Department's position on drugs and alcohol in the workplace, including the requirements of the drug and alcohol testing program within the Department.
- The Declarable Associations Policy provides guidance on the requirement to report declarable associations.
- The Employment Suitability and Security Screening Secretary Directions outlines the requirement for Immigration and Border Protection Workers to comply with certain integrity measures under the Department of Home Affairs' Integrity Framework related to employment suitability and suitability screening.

2. General Consent, Privacy Notice, Official Secrets Form and Drug Acknowledgement Form

The Privacy Notice and General Consent, Drug Acknowledgement Form and Official Secrets Form will need to be printed and completed prior to submitting your application for an ESC. Ensure the documents are signed and initialled in the allocated spaces as marked on these forms.

Once signed / initialled, you will need to scan all of these documents as they must be supplied, in full, to support your application for an ESC.

3. Statutory Declaration

The Statutory Declaration will need to be printed out and completed prior to submitting your application for an ESC.

Make sure when you make your Statutory Declaration:

- it is witnessed by an authorised witness
- it is signed and witnessed at the same time and on the same day
- any corrections are ruled out (no white-out is to be used) and are initialled by both you and the witness.

If your Statutory Declaration is not correct, the Pre-employment Screening team will contact you to provide a new copy and your ESC will not be processed until this is received.

For further information – see the Statutory Declaration Guidelines section of the ESC Information Pack.

Once signed / initialled and correctly witnessed, you will need to scan this document as it must be supplied to support your application for an ESC.

4. Proof of Identity

The identity verification of an applicant is a component of the ESC which is undertaken before an assessment can begin. To assist with this process you must provide the Department with your identity documents which satisfy the criteria outlined below. A full list of acceptable documents for each category can be found in the ESC Information Pack.

Australian Citizens must provide the Department with the following:

- 1 x Category A Document
- 1 x Category B Document
- 2 x Category C Document
- 1 x Category D Document
- All relevant additional (Category E-G) documents (if required)

Regardless of the combination of documents used:

- your name must appear on every document
- your date of birth must appear on at least one document
- your signature must appear on at least one document
- your current address must appear on at least one document
- a clear and recognisable photograph must appear on at least one document
- all documents must be current, valid, clear and legible (scanned in colour, minimum 300DPI)
- both sides of the document must be provided.

Foreign Citizens and anyone unable to provide a required document should contact the Pre-employment Screening team via ESC@homeaffairs.gov.au to discuss which alternate documents you must provide to prove your identity.

Foreign documents

Where a required document is in a language other than English, you must provide an English translation of the document from a National Accreditation Authority for Translators and Interpreters (NAATI) accredited provider, along with a copy of the original document. For further information see the NAATI website.

Identity documents do not need to be certified

A standard scanned copy or photocopy of your identity documents and translations will suffice, provided the copy is clear and legible. You do not need to provide certified copies of your supporting identity documents.

Digital Photograph

Each application for an ESC must be accompanied by a high quality digital photograph. The photograph must be no more than 6 months old and show you as you currently appear. Pictures taken on a mobile phone or digital camera are acceptable refer to Sections 8 and 9 of the ESC Information Pack for further information.

Licence Numbers

When providing an Australian Drivers Licence as an identity document, you must also provide your licence number and card number in your application. Your licence number is located on the front of the card. The location of the card number is dependent on the State or Territory in which the licence is held as detailed below:

- NSW – Front of card, top right corner
- VIC – Back of card, right side above licence expiry date
- QLD – Front of card, bottom middle
- ACT – Front of card, vertically presented along photo
- NT – Back of card, numbers presented on mid bottom of card
- WA – Back of card, top right
- SA – Back of card, top left
- TAS – back of card, top right

5. Other Supporting Documents

In addition to the documents referred to above, you may also be required to supply other documents to support your application for an ESC. These may include, for example, evidence to support or corroborate particular claims or declarations you make during the ESC application process.

6. Document Naming Conventions

All documents uploaded via ESC Online must be named in accordance with the naming convention of **Surname, Given Name(s) – ESC [document type]**. For example:

- CITIZEN, John – ESC Privacy and General Consent
- CITIZEN, John – ESC Birth Certificate

7. Logging onto ESC Online

You will receive an email (see example below) containing instructions for logging onto ESC Online.

Dear (applicant),

You have been invited to register for an Employment Suitability Clearance (ESC) online account to complete your ESC Online Questionnaire.

Overview

Employment suitability screening is a process used by the Department of Home Affairs (the Department) to assess whether an individual is suitable, from an integrity and character perspective, to have non-public access to the Department's assets such as its information, systems or premises.

It is a requirement that before access is granted, you must hold an Employment Suitability Clearance.

Step 1: ESC Online Account Creation

To create your ESC online account, you need to provide additional information that will be used to verify your identity.

Click on the following link to create your ESC online account:

[\[https://online.immi.gov.au/lusc/invitation?id=xxxx-xxxxx-xxxxx-xxxx\]](https://online.immi.gov.au/lusc/invitation?id=xxxx-xxxxx-xxxxx-xxxx)

Please note that this link is only valid for 7 Days. Once the link has expired, you will need to request a reset from ESC Support and provide your:

- * Case Number (found in the subject line)
- * Full Name
- * Email address

Phone: 1300 243 717

Email: ESC@homeaffairs.gov.au

Step 2: Access ESC Online Questionnaire

Once your ESC online account is created, access your ESC Online Questionnaire via the following link:

<https://online.immi.gov.au/ecm/app/extesc/enu>

Please note that this questionnaire is only valid for 28 days.

E: ESC@homeaffairs.gov.au

8. Timeframes

You have 7 days to create the online Immi account, if the account is not created within the 7 days the pack will be cancelled due to non-compliance. You have a total of 28 days from when the account is created (this includes the 7 days) to submit the ESC questionnaire and supporting documentation. If the package is not submitted within the 28 day timeframe your ESC process will be cancelled.

You will receive a confirmation email upon receipt of submission of your ESC application. Your application will then be allocated to an assessor for processing. Further updates regarding the assessment process or timeframes for completion of your ESC will not be provided. Should further information be required, you will be contacted by the Pre-employment Screening team.

If you require further time to submit the ESC application, for example because you have requested to have a document translated, please inform the Pre-employment Screening section to avoid your pack expiring.

9. Completing the ESC Questionnaire

The ESC Questionnaire contains questions regarding you and your associates and must be completed to support your application for an ESC. You are obliged to tell us what you know, or reasonably suspect when completing the ESC Questionnaire. Dishonesty, even regarding matters that may seem trivial or irrelevant to you, may cast doubt on your suitability to be employed by the Department or to be provided with non-public access to the Department's assets. Making false statements, withholding information, hiding mistakes and ignoring risks are all examples of dishonesty.

If you are unsure of whether a particular fact or matter may be relevant, require assistance throughout the ESC process or have general enquires, comments and feedback, please contact the Pre-employment Screening section for a confidential discussion regarding your circumstances at ESC@homeaffairs.gov.au or 1300 243 717, Monday to Friday 9am to 3pm.

The following information may assist you to correctly complete the ESC Questionnaire.

Other names

You must specify all names you currently use (or have previously used) to identify yourself – regardless of whether you have legally changed your name. If you have legally changed your name you must however, attach evidence of your name change.

If you currently use (or have previously used) a shortened version of your name, an informal name or a nickname to identify yourself, you will need to specify this as a preferred name or nickname (as appropriate) along with a description of where and how the name is/was used.

If you currently use (or have previously used) a false or fictitious name or a pseudonym you should specify this as an alias along with a description of where and how the name is/was used. However, you do not need to disclose any identities which you are prohibited by law from disclosing (for example, if you use a lawfully acquired assumed identity in the course of your official duties).

Residential address history

You will need to provide your residential address history for the past 5 years, including your current address. If you are unsure of exact dates, you can round to the nearest month. If you are currently residing (or have previously resided) at more than one address at any given time (for example, if you live at one address during the week and another on the weekend), you must specify both addresses for the relevant time period.

Please do not leave any gaps larger than one month in your residential address history. If you did not have a fixed address for more than one month at any point in the past 5 years (for example, if you were backpacking / travelling overseas for an extended period with no fixed address) you must specify this as a gap in your address history.

Third party information

The Department collects information about third parties associated with you for the purpose of determining and assessing whether you have any associations or circumstances that may have an impact on the integrity or security of the Department's resources, such as the Department's information, systems, premises or staff.

If the third party whose information is being collected would like further information in relation to how the Department handles personal information, they can refer to the Department's privacy policy or contact the Department's Privacy Contact Officer.

The type of relationships you are required to disclose to the Department

Partner Details:

You will need to provide details of the person who you identify as your primary partner or spouse, regardless of whether they live with you. If you have more than one partner/spouse, you will have an opportunity to specify any secondary partners/spouses as well.

Cohabitant(s) details:

You will need to provide details of all cohabitants you are currently living with over the age of 18.

Declarable Associations:

You are required to provide full details of any associations this includes but is not limited to the following:

- Previous or ongoing contact with anyone who is or has been imprisoned,

- involved in the consumption or use of illicit drugs,
- involved in the sale, distribution, manufacture, exportation or importation of:
 - illicit drugs
 - precursor chemicals to be used in the manufacture of illicit drugs
 - equipment to be used in the manufacture of illicit drugs (such as tablet presses or tablet press parts)
- Had any contact with anyone who is or has been involved in criminal or unlawful activity including illicit drugs,
- Had association with anyone who is or has been a member of any type of gang including outlaw motorcycle groups, organised crime groups, street gangs, extremist groups, groups operating online such as the “Anonymous” hacker group, groups involved in people smuggling or illegal migration activities.

Workplace Information

You will need to provide your workplace history including unemployment, even if studying, over the past 5 years. If you are unsure of exact dates, you can round to the nearest month. You can have no more than a 31 day gap between each period. Prior employment with a government or law enforcement agency may be subject to an integrity check of your conduct/behaviour. You will also be required to provide any workplace conduct matters and previous security clearance/employment screening history.

Business Interests and Conflict of Interest

You will need to provide any private interests which relate to the Department's operating environment. For example, affiliations with political or professional organisations, links to lobbyists, migration agents, customs brokers or importers/exporters, and links to community or religious groups that conflict with the Department's mission.

Criminal History

You must declare your criminal history this includes but is not limited to legal proceedings, involvement in criminal or illegal activities, compliance with border related laws and drug use.

Drug usage

You must declare your use of illicit drugs, as well as your use of a range of other substances such as steroids, inhalants, 'legal highs' or prescription medications (if you have consumed any prescription medications for a non-medical or non-prescribed purpose).

You must declare all drug use, regardless of the form or method of consumption. This includes 'one off' or 'experimental' usage, regardless of when, where or how the usage occurred. If you have unintentionally consumed illicit drugs (e.g. you have been the victim of drink spiking) you will also be required to declare this. You must specify each substance as well as the year of first use, month and year of last use and the number of times used. If you are unsure, please approximate these values and enter any supporting comments as required.

For the purposes of the ESC Questionnaire, the Department defines drugs to include:

- Marijuana (including herbal, oil or resin/hashish)
- Cocaine
- Heroin
- LSD
- 'Magic' Mushrooms

- Ecstasy (MDMA)
- Ketamine
- GHB e.g. fantasy as well as GBL and 1,4-BD.
- Amphetamine or Methamphetamine (e.g. speed, ice, base, pills)
- Inhalants (e.g. glue, petrol, 'poppers')
- Steroids or other performance / image enhancing drugs (if consumed for a non-prescribed or non-medical purpose)
- Pharmaceutical products / prescription medications (if consumed for a non-prescribed or non-medical purpose)
- Anti-anxiety, sedatives, sleeping pills or ADHD medication (if consumed for a non-prescribed or non-medical purpose)
- Painkillers (if consumed for a non-medical or non-prescribed purpose)
- Drug analogues and other new psychoactive substances (e.g. mephedrone, 'spice' or other synthetic marijuana products)
- Legal highs (substances marketed as 'natural' or 'herbal' alternatives to illicit drugs and/or intended to mimic the effect of illicit drugs – regardless of whether they are legal or not)
- Any other prescription drug or substance taken for any non-medical reason
- Other drugs or substances taken to produce a 'high' or other psychoactive effect.

Social media presence

You must declare all social media accounts you hold such as Facebook, Twitter, Instagram and LinkedIn. This also includes if you own or operate any websites, domains and blogs. To locate your URL you can log into your account on the internet/Google and then at the top of your browser click the address bar and select the entire URL and copy it. (You need to be logged into your account). Please do so for all of your social media accounts.

10. Frequently asked questions

Where can I locate my Australian Electoral Enrolment information?

It is a legal requirement to be enrolled to vote as an Australian Citizen, thus provision of an Australian Electoral Commission Notice is often the most convenient secondary (Document three) document to provide. You can check your enrolment, using the link [Check my enrolment \(aec.gov.au\)](http://aec.gov.au) and send a screenshot or copy of your current enrolment details.

My Medicare card is lost/ expired/ misplaced etc. What can I do?

You can access your most recent copy of your Medicare card online through your MyGov account. This will be a digital copy which is suitable for submission.

Can I provide a digital copy of my Australian Drivers Licence?

A digital copy may be provided; however, the front and back of the licence must be shown with the licence and card numbers legible.

What documents can I provide as evidence of foreign citizenship?

You can provide a copy of your original birth certificate (and a translated copy) or a foreign passport. If you do not hold either document you can complete and submit a Commonwealth Statutory Declaration form stating why you do not hold evidence of foreign citizenship.

Where can I obtain a Commonwealth Statutory Declaration form?

You can download a Commonwealth Statutory Declaration form from the Attorney-General's Department (ag.gov.au).

I have applied for a new birth certificate/ Australian Citizenship Certificate and will not receive them within the timeframe required to submit my application. What can I do?

While waiting for documents to arrive, you can download and complete a Commonwealth Statutory Declaration form to submit with your application. Please note: The Commonwealth Statutory Declaration must state:

- what new document you are in the process of obtaining
- when you applied for the new document
- that you will supply a copy of the document to the Department once received.

Once received you **must** submit the document to esc@homeaffairs.gov.au

I'm completing my application overseas. Who can sign the Statutory Declaration?

You are able to make a Statutory Declaration while overseas; however, you will need to find an approved witness who has a connection to Australia. You may find an approved witness at an Australian Embassy, High Commission or Consulate. Please note: Approved witnesses who are overseas may charge a fee for being a witness.

I'm having trouble accessing my Immi account. What can I do?

Please access your Immi account from a personal PC or laptop (not a smart phone) noting that the most compatible browser is Microsoft edge. If you continue to have difficulty, please contact the Pre-employment Screening team for assistance on 1300 243 717, Monday to Friday 9am to 3pm.