



OFFICIAL: Sensitive
Personal privacy
Onboarding Check Form

Personal Details

Current name

Title (e.g. Mr, Mrs, Doctor)

Family name

Given name(s)

I only have a single name.

Yes No

Previous name (if applicable) 1

Previous Title 1 (e.g. Mr, Mrs, Doctor)

Previous family name 1

Previous given name(s) 1

I only have a single name?

Yes No

Previous Name Type 1

Maiden Alias Previous

Previous name (if applicable) 2

Previous Title 2 (e.g. Mr, Mrs, Doctor)

Previous family name 2

Previous given name(s) 2

I only have a single name

Yes No

Previous Name Type 2

Maiden Alias Previous

If more room is required, please list on a separate sheet,
sign and attach to this form.

Additional names sheet attached?

Yes No

Date of birth details

Your date of birth

Place of Birth

Suburb Town

State/Territory

Country

Your Gender

Male Female Unknown Unspecified

Citizenship details

Are you an Australian Citizen?

Yes No

Country of Citizenship (if not Australian Citizen)

Right to work in Australia (if not an Australian Citizen)

Yes No

Contact Information

Preferred phone number:

Alternative phone number

Email address

Alternative email address

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Address History

Provide your current and previous residential addresses for the past five years.

Current residential address:			
Street address			
Suburb/town			
State/territory		Postcode	
Country			
Date From		Date To	

Previous residential address:			
Street address			
Suburb/town			
State/territory		Postcode	
Country			
Date From		Date To	

Previous residential address:			
Street address			
Suburb/town			
State/territory		Postcode	
Country			
Date From		Date To	

If more room is required, please list on a separate sheet, sign and attach to this form.

Additional address sheet attached?

Yes No

Workplace Information

Provide your employment details for the past five years.

Current employment:

Employer:

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Date commenced:

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Date Finished:

--

Position held:

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Previous employment 1:

Employer 1:

--

Date commenced 1:

--

Date Finished 1:

--

Position held 1:

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Previous employment 2:

Employer 2:

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Date commenced 2:

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Date Finished 2:

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Position held 2:

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If more room is required, please list on a separate sheet, sign and attach to this form.

Additional employment sheet attached?

Yes No

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Workplace Conduct

Workplace Conduct – Question 1

Have you been subject to an investigation relating to your conduct in the workplace where you were found to have engaged in misconduct or breached section 13 of the *Public Service Act 1999* (PS Act) or been found to have breached the terms and conditions of your employment (if not engaged under the PS Act)?

Yes No

Workplace Conduct – Question 2

Have you resigned or had your employment terminated as a result of a workplace misconduct issue (Including where you have resigned prior to a formal determination being made)?

Yes No

Workplace Conduct – Question 3

Have you ever had an established corruption finding or determination made in relating to your activities in the workplace?

Yes No

Identity Check

You must provide documents so the department can verify your identity (see next page). You must submit clear and legible copies of the required documents. You may either scan the copies or take clear photos and attach them to the email along with your other onboarding documents for submission to onboarding.check@homeaffairs.gov.au

What you need to provide

Category A Document

You must provide **one** of the following documents:

- Australian birth certificate or authorised record of birth (not an extract or birth card) (front and back)
- Australian Citizenship Certificate (front and back)
- Australian Citizenship by descent extract (front and back)

Category B Document

You must provide **one** of the following documents:

- **Australian passport** (including Ordinary, Frequent traveller, Diplomatic, Official and Emergency (may be up to 2 years expired);
- **Australian driver licence**, learner permit or provisional licence issued by a State or Territory, showing signature and/or photo;
- **ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia;
- **passport** issued by a country other than Australia with a valid visa or valid entry stamp or equivalent;

- **proof of age or photo identity card** issued by an Australian government agency which shows the name, date of birth, photo and signature of the individual; and
- for persons aged under 18 years with no other Primary Use in Community Documents, a **student identity document** issued by an Australian government agency or Australian school only.

Category C Documents

You must provide **two** of the following documents:

- Medicare Card
- ASIC/MSIC
- Centrelink concession card
- Enrolment with the Australian Electoral Commission
- Commonwealth or state/territory government photo identity card
- Australian tertiary student photo identity document
- Consular photo identity card issued by DFAT
- Police Force Officer photo identity card
- Australian Defence Force photo identity card
- DFAT issued Certificate of Identity
- DFAT issued Document of Identity
- DFAT issued United Nations Convention Travel Document
- Firearms licence
- Security Guard/Crowd Control photo licence
- Certified academic transcript from an Australian university
- Foreign government issued documents (e.g. driver licences)
- DVA card (i.e. Gold Card)

Category D Document:

High quality digital photograph which is less than 6 months old which meets the Digital Photograph Requirements.

Category E Document - Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents:

Church or celebrant-issued certificates are not accepted.

- Marriage certificate
- Name change certificate (issued by Births Deaths & Marriages)
- Divorce order
- Revocation of registered relationship certificate
- Decree nisi
- Deed poll document

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Category F Document

If **born in Australia after 20/08/1986** you must provide one additional document:

- Birth Certificate, **AND**
- Passport, or
- Australian Citizenship certificate, or
- Proof of one parent's citizenship/permanent residence at time of birth.

If born outside Australia:

- Australian citizenship certificate, or
- Citizenship by Descent extract.

Category G Document

You must provide **one** document with your **current address**, if address does not appear on another document:

- Statement from financial institution
- Land title notice
- Rental agreement

Australian Citizens born overseas

If you were **born overseas**, you must provide the Department with the **following additional document/s**:

- A clear copy of your original birth certificate and (NAATI) certified English translated copy
- If you do not have a birth certificate you must provide an appropriately witnessed Commonwealth Statutory Declaration (you can download a Commonwealth Statutory Declaration form from the Attorney-General's Department (ag.gov.au) detailing the following:
 - Your full name at birth;
 - Your date of birth;
 - Your place of birth;
 - Your parents' names and dates of birth;
 - The reason you do not have a birth certificate.

Evidence of foreign citizenship held (Foreign birth certificate or Foreign Passport). If you do not have evidence of foreign citizenship please complete a Commonwealth Statutory Declaration form outlining the reason why.

Foreign Documents

Where a required document is in a language other than English, you must provide a translation of the document from a National Accreditation Authority for Translators and Interpreter (NAATI) accredited provider, along with a copy of the original document. For further information see the [NAATI website](http://naati.gov.au).

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.

Checklist

Use the checklist below to ensure you have gathered all required documents:

Onboarding Check Form

Statutory Declaration

Official Secrets Form

Privacy Notice and General Consent Form

Proof of Identity Documents

Once all documents have been correctly signed, witnessed and compiled, please email them to onboarding.check@homeaffairs.gov.au