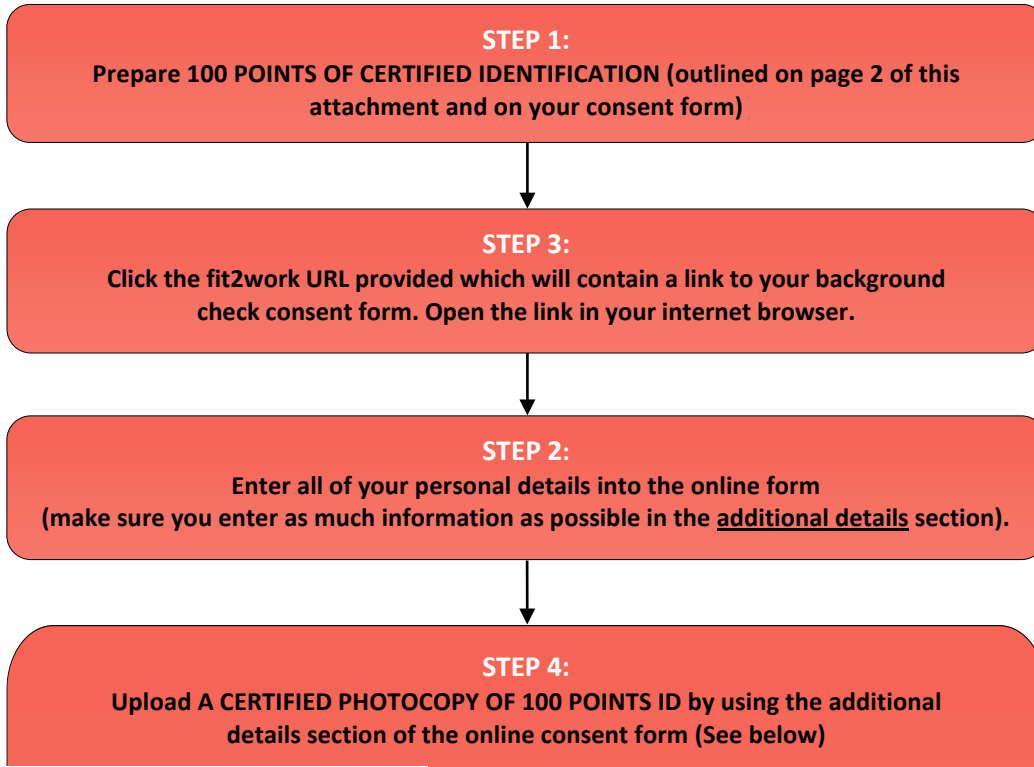
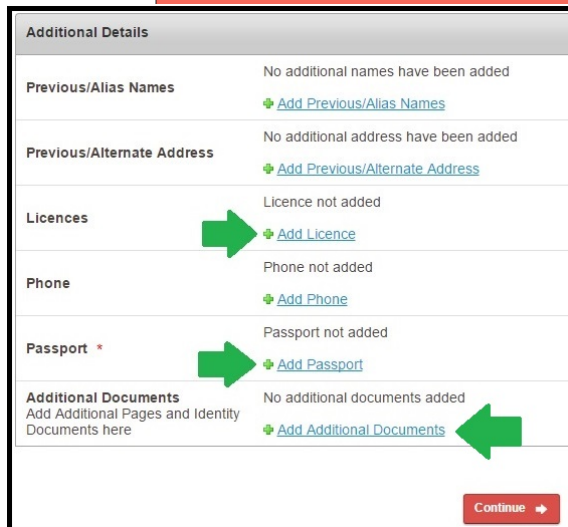


Fit2work Background Check Process:

Dear Applicant,

In order for your background checks to be processed, all we need from you is to fill out an online consent form and provide 100 points of certified Identification.

Please find below the step-by-step process of how to get your background check processed:

Additional Details

Previous/Alias Names: No additional names have been added. [Add Previous/Alias Names](#)

Previous/Alternate Address: No additional address have been added. [Add Previous/Alternate Address](#)

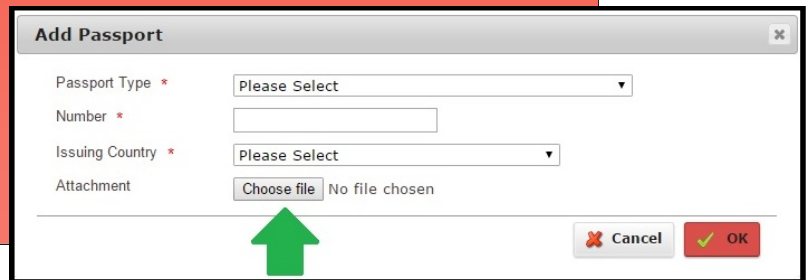
Licences: Licence not added. [Add Licence](#)

Phone: Phone not added. [Add Phone](#)

Passport *: Passport not added. [Add Passport](#)

Additional Documents: No additional documents added. Add Additional Pages and Identity Documents here. [Add Additional Documents](#)

Continue



Add Passport

Passport Type *: Please Select

Number *:

Issuing Country *: Please Select

Attachment: [Choose file](#) No file chosen

Cancel **OK**

Once your online consent form and your certified photocopy of 100 points ID, are provided correctly we will process your police and other background checks (where required)

If you require any help completing your online consent form please contact the Mercury Group for assistance.

In a situation where you are unable to bring your original 100 points of ID to be physically sighted by the organisation, you may have copies officially certified by a person listed below. Documents only need to be certified if you are unable to provide the original documents to the organisation performing the check.

1. Only persons holding positions identified below are authorised to certify documentation for the undertaking of a National Police History Check (NPHC). The exception to the list is where a potential conflict of interest may arise, such as certifying a family members identification
2. Authorised persons, in certifying a NPHC document, MUST:
 1. Sight ORIGINAL documentation
 2. Verify that the photocopy is a true and accurate record of the original document
 3. Verify that the photographic identification is a true and accurate likeness of the applicant
 4. Declare on the document to be signed that it is a 'true and accurate record of the original document
 5. Sign and date each photocopy as a true and accurate record of the original document
 6. Print your name and position (authorised position – below) on each document to be certified
3. Applicants must ensure that documents must be certified in accordance with the above

- Australian Lawyer (Legal Profession Act 2004)
- Registered Medical Practitioner
- Member of the police force
- Principal/teacher in the teaching service
- Registered Nurse
- Secretary of building society
- Councillor of a Municipality
- Public Notary
- Veterinary Practitioner
- Pharmacist
- Justice of the Peace, Bail Justice or Register of the magistrate's Court
- Permanent employee of Australia Post with 5 or more years continuous service
- State non-executive public service employee (Grade 2 - 6)
- Commonwealth exec public service employment (Level 1, 2 or 3)
- Commonwealth non-exec public service employee (APS 2 - 6)
- Accountant (member of the ICA,ASA or NIA)
- Registered Dentist (Dental Practice Act 1999)
- Bank manager of employee with 5 or more years of continuous service
- Minister of Commonwealth or State Parliament
- Casino special employee

What does a certified document look like?

✓ Samantha Sample has provided a photocopy of her identification that included **signature, full name, date of birth, and current residential address.**

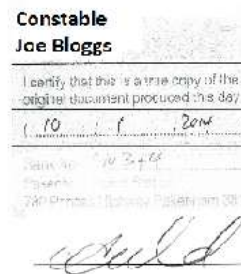
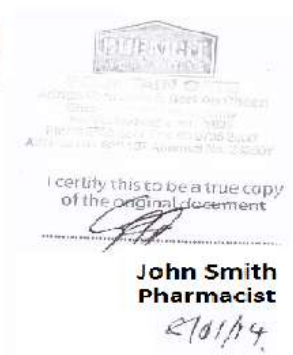


"I certify that this document is a true copy of the original"

Name: Kate Anderson
Qualification: JP
Registration no: 222222
Date: 31 July 2013

✓ The certifying authority has sighted the original identification, and confirmed that the copy is a true copy.

✓ Details for the certifying authority are included: **Full name, qualification, registration number (if applicable), date and signature.**



Identity verification form

Your Identity document requirements

It is a requirement when applying for a Fit2Work National Police History Check that you provide proof of your identity with your application. Fit2work requires you to provide certified copies of documents of identity that add up to at least 100 points.

The combination of documents supplied must, as a minimum, show evidence of your full name and date of birth. All documents uploaded with your check must be certified by an 'Authorised Person'. Examples of documents are listed below.

To verify your identity, the details in section A and B must exactly match your identification documents including full given name, no initials.

Primary Documents	Choose (0-1)	Points
You must provide either: • one primary document OR • at least one secondary document that includes a photograph.	Australian birth certificate(not an extract) or birth card	70
	Australian citizenship certificate	70
	Australian Passport (current or expired within the last two years)	70
	International Passport (current)	70

Secondary Documents	Choose (0-1)	Points
Your initial document from this group will be awarded 40 points	Australian Driver Licence or Learners Permit (current)	40
	Australian Firearms Licence (with photo)	40
	State or federal government employee identity	40
	Centerlink or social security card (current)	40
	Department of Veterans Affairs card	40
	Tertiary education institution photo identity	40

Secondary Documents Continued	Choose (0-3)	Points
All documents in this group will attach 25 points. Only one card from each institution may be counted.	Australian Driver Licence or Learners Permit (current)	25
	Australian Firearms Licence (with photo)	25
	State or federal government employee photo identity	25
	Centerlink or social security card (current)	25
	Department of Veterans Affairs card	25
	Tertiary education institution photo identity	25
	Proof of Age card	25

Secondary Documents Continued	Choose (0-4)	Points
All documents in this group will attach 25 points. Only one card from each institution may be counted.	Medicare card	25
	Property lease / rental agreement	25
	Council rate notice	25
	Property insurance papers	25
	A utility bill	25
	Motor vehicle registration / insurance	25
	Professional or trade association card	25
	A financial institution debit / credit card	25
A financial institution passbook / statement	25	

Change of Name

If the name you use to apply for a Fit2work check is different to your name on your identity documents, you must show proof of a name change when lodging your application.

Documents accepted as proof of a change of name include:

- Original marriage certificate or extract (issued by the Registrar of Births, Deaths and Marriages);
- Certificate of marriage (issued by the church or celebrant performing the marriage);
- Certificate of registration of name change; or
- Decree Nisi as proof of a return to maiden name after a divorce.

These documents must be originals and do not count as part of the 100 points of identification.