

## Proof of identification fact sheet

All clients requesting services from the department must provide proof of their identity. This also includes dependent children. The department requires this proof to confirm a person's eligibility for housing services.

This fact sheet gives you examples of the proof required by the department. You need to know the department may not accept any proof that is insufficient or unreliable.

### Primary sources

The department requires any **one** of the following primary sources of identification:

- current NT driver's licence
- current NT proof of age card from the Motor Vehicle Registry (MVR)
- current Australian passport
- current document of identity issued by the Australian Passport Office
- current Australian Defence Force ID card
- current Police Service ID card from an Australian jurisdiction.



### Secondary sources

If you do not have a primary source of identification, you must provide **two** secondary sources. One of these must have your photo on it.



Acceptable secondary sources include:

- current overseas passport with current entry stamp
- naturalisation/citizenship/immigration papers issued by the Department of Immigration and Border Protection
- current driver's licence (with photograph) from another State or Territory
- a document listed as a primary source of identity which has expired within the last two years
- a Notice of Assessment from the Australian Taxation Office less than 12 months old
- Centrelink Income Statement
- current Medicare card
- current concession or health care card issued by the Australian Government
- current utility account with evidence of payment
- current photographic identification from a recognised local Aboriginal authority

- a birth, marriage or divorce certificate issued by an Australian state or territory
- a current Working with Children Check issued by an Australian state or territory
- the department may use its discretion to accept any other formal document that may go towards establishing a person's identity

### Identification for children

Dependent children under the age of 18 years can use any primary source listed. The department may also accept any of the following:

- an Australian birth certificate
- current Medicare card
- proof of custody documents
- appropriate Centrelink documentation confirming the identity of the children.

### Other formal identification

You may need to complete the department's *Proof of Identification* form. This form is for people who cannot provide one primary or two secondary sources.

An authorised referee will need to complete this form and must state they have known you for at least two years. They must also state they can verify your identity. Authorised referees include but are not limited to:

- a chairperson, secretary or CEO of an incorporated Aboriginal organisation (such as land councils, regional councils, housing organisations, resource centres)
- a Community Development Program provider
- police officer
- school principal
- school counsellor
- Minister of religion
- treating health professional or manager in Aboriginal Medical Services
- a public servant with a least five years' service in either the Northern Territory or Australian Government

### Where can I get more information?

Contact your local Housing office:

Greater Darwin	8999 8814	Palmerston	8999 4767
Nhulunbuy	8987 0533	Alice Springs	8951 5344
Arafura Region	8995 5122	Tennant Creek	8962 4497
Katherine	8973 8513	Or visit the website <a href="http://nt.gov.au">nt.gov.au</a>	

### Disclaimer

The Department of Housing and Community Development has the discretion not to accept identification and documentation that it believes to be of insufficient quality and reliability. We may use discretion to accept any formal document that may go towards establishing a person's identity or income. Your personal information is protected by the *Information Act*. Any person acting on behalf of a client must provide documentation that confirms the client has consented to that person acting on their behalf, including that they consent for the department to release personal information to that representative. The documents must be signed by the client.