

Working with Vulnerable People (WWVP) available proof of identity exceptions

If you are unable to meet the minimum proof of your identity requirements, you may be eligible for an exception to the proof of identity requirements.

There are three (3) provisions that can be applied for:

Special Provision 1

(a) Missing Commencement use in the community proof of Identity

If you cannot provide a **Commencement of identity**, you must provide a minimum of four identity documents consisting of:

- at least one Primary use in the community document, and
- at least one Secondary use in the community document.

Any combination of primary and secondary documents can be accepted, ensuring a total of four documents are provided however the combination of the identity documents provided must contain your full name, date of birth and a photo.

Example:

- Drivers licence (primary – with photo)
- Firearms licence (secondary)
- Medicare card (secondary)
- Credit reference check (secondary)

(b) Missing Primary use in the community proof of Identity

If you cannot provide a **Primary use in the community** document, you must provide a minimum of four identity documents consisting of:

- at least one commencement of identity document, and
- at least one secondary use in the community document.

Any combination of commencement and secondary documents can be accepted, ensuring a total of four documents are provided however, the combination of the identity documents provided must contain your full name, date of birth and a photo.

For Example:

- Birth Certificate (commencement of identity)
- Australian tertiary transcript (secondary)
- Australian tertiary student photo identity card (secondary – with photo)
- Medicare Card (secondary)

If the documents presented do not contain a photo of the applicant, you must submit a certified passport-style photo in accordance with the Statutory Declarations Regulations.

For Example:

- Birth Certificate
- Australian tertiary transcript (secondary)
- Bank card (secondary)
- Medicare Card (secondary)
- A certified passport-style photo must be submitted.

(c) Missing Secondary use in the community proof of identity

If you cannot provide a **Secondary use in the community** document, you must provide a minimum of four identity documents consisting of:

at least one Commencement of identity document, and

at least one Primary use in the community document.

Any combination of commencement and primary documents can be accepted, ensuring a total of four documents are provided however the combination of the identity documents provided must contain your full name, date of birth and a photo.

For Example:

- Australian passport (commencement – with photo)
- Australian birth certificate (commencement)
- Current proof of age card issued by an Australian government agency in your name
- Australian drivers licence (secondary)

If your documents do not contain a photo you must submit a certified passport-style photo in accordance with the Statutory Declarations Regulations.

For Example:

- Australian Visa (commencement)
- ImmiCard (commencement)
- Certificate of identity (commencement)
- A certified passport-style photo must be submitted

Special Provision 2

(a) Verification of applicant identity by an authorised referee

Special provision 2 may be used to support the verification of your identity. This requires a person who is known to you to attest to your identity.

The authorised referee must:

- know the applicant
- meet the authorised referee requirements
- complete the required declaration
- provide, if requested, a written reference confirming the applicant's identity on company or/ organisation letterhead.
- must also request as many identity documents from the applicant as practically possible to support the use of this provision

Special Provision 3

(a) Verification of the applicant's claimed identity with a parent, legal guardian or authorised agent

Access to Special provision 3 is restricted to applicants who:

- are under 18 years of age
- have a disability requiring part or full-time care from an authorised agent

- were raised in foster care or similar arrangements.

To meet the requirements of Special provision 3, you must provide:

one identity document containing a photograph. If you cannot, you must submit a passport-style photograph certified by a person listed in Schedule 2 of [the Statutory Declarations Regulations 1993 \(Cth\)](#).

A parent, legal guardian or authorised agent must confirm their own identity by satisfying the proof of identity process and:

- provide a documentary link between the applicant and the parent or legal guardian, such as the child's birth certificate; or
- provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.