

Australian Citizenship

In accordance with Section 22(6) of the [Public Service Act 1999](#) engagement as an Australian Public Service employee is subject to a number of conditions. Two of these are:

- The requirement to be an Australian citizen; and
- The requirement to meet certain character and/or security checks.

In order to confirm that you meet these requirements it may be necessary for you, in certain circumstances or at certain stages during your recruitment and/or security clearance process, to provide evidence of your identity and citizenship status. To do this you will be asked to provide certified true copies of certain important documents. A certified true copy of a document is a copy which has been witnessed by and certified as a true copy of the original by a person authorised to do so.

Section A — Documents required as evidence of identity

To validate your identity the Department of Defence requires that you provide certified true copies of at least one of the following identification cards containing your signature and your photograph:

- An Australian licence issued under law (*eg A driver's permit or licence*);
- Public Service employee ID card;
- Tertiary Education ID.

If you do not have one of the above forms of identification you can provide a passport size photograph, endorsed on the back with 'This is a true photograph of (applicant's name in full)' signed and dated by the certifier as listed below.

The photograph must:

- be not more than 6 months old; and
- be a full front view of the applicant's head. If the applicant wears a head covering for religious reasons, we will accept a photograph that shows the applicant's facial features. If the applicant normally wears prescription glasses, glasses with untinted lenses should be worn in the photograph; and
- have a plain, light coloured background; and
- be of good quality and not laser printed.

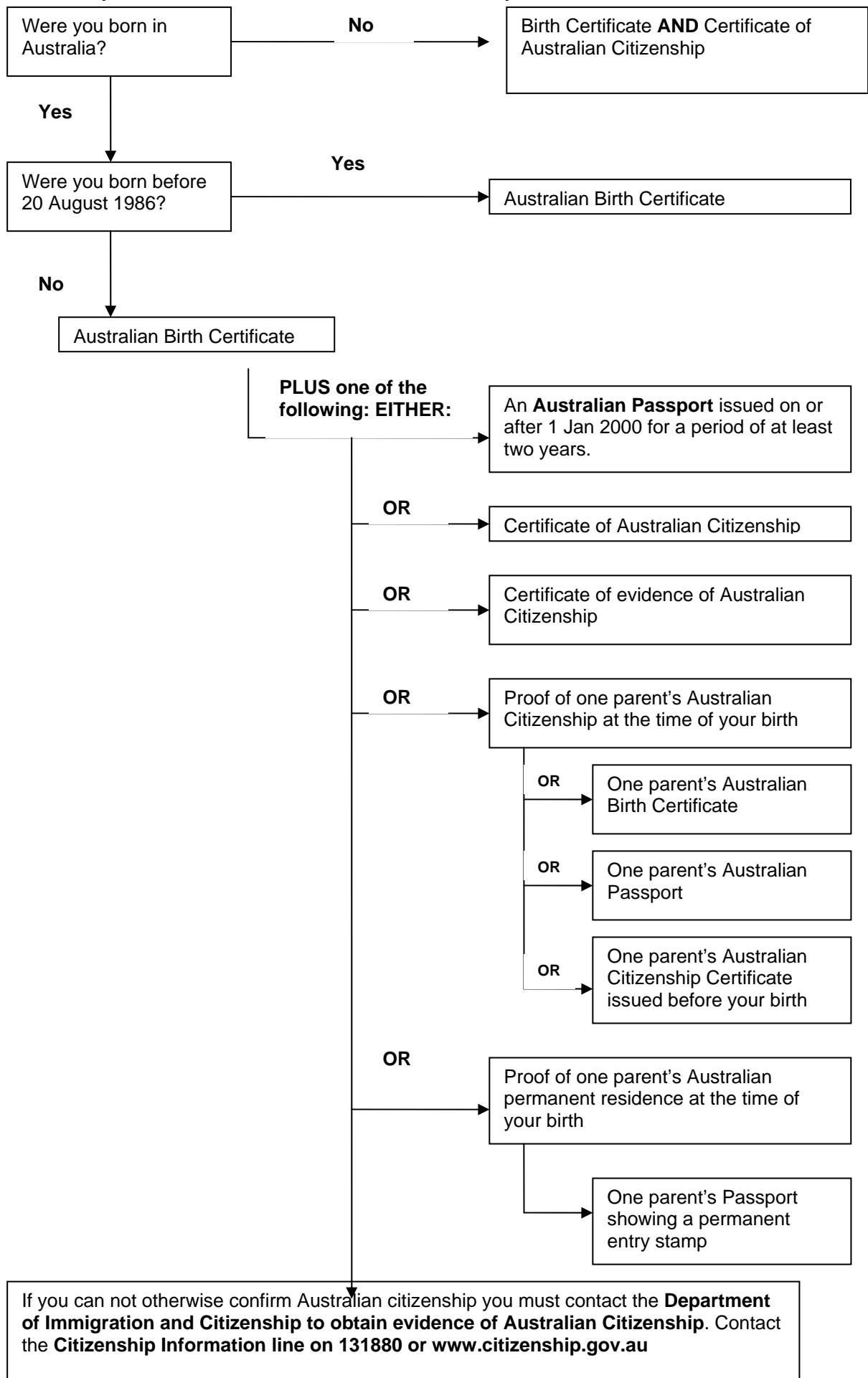
Section B - Documents required as proof of citizenship

To validate proof of your Australian citizenship you will also need to provide certified true copies of certain documents. These documents are outlined in the diagram on page 3. Please look carefully at this diagram to determine what other forms of identification you will require.

Have you changed your name?

If you have changed your name since acquiring Australian citizenship you must provide official Australian evidence of all name changes. This will usually be a change of name certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM), or a marriage certificate issued by an Australian RBDM. Overseas marriage certificates are not acceptable evidence of a change of name.

Documents to provide as Evidence of Australian Citizenship



Please note:

- Extracts of birth certificates cannot be accepted. Please ensure you provide a **full** copy of your registration of birth.
- Certificates in a language other than English cannot be accepted. All documents you send to the Department of Defence **must be** translated into English. If the documents are **translated in Australia**, the translator **must be** accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Translators in Australia are listed in the *Yellow Pages* telephone book. If the documents are **translated in a country outside Australia**, the translator **must be** approved by the authorities in the country where the translation was made.
- Ask the Australian Embassy, High Commission or Consulate for advice if you are unsure. If, in the Department of Defence's opinion, the translation you provide is incomplete or inaccurate, you will be asked to provide translations completed by a translator accredited by NAATI.
- If you are required to obtain a security clearance of **Confidential or above** you will **need to provide two certified copies of each document stated**.
- **Please ensure that all documents are certified correctly in the first instance. This will ensure the continuing and efficient processing of your engagement.**

Section C - How to produce a certified true copy of a document

The certification of all documents **MUST** include ALL of the following:

- A stamp or written 'Certified true copy';
- Printed name of the person witnessing the original document;
- Signature of the person witnessing the original document;
- Date the document was witnessed and certified; AND
- The position or title of the witnessing party.

Who is a certifier? The list of people from professions or occupations who can complete the proof of identity declaration, endorse the photograph and certify copies of original documents are as follows:

1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
2. Bailiff
3. Bank officer with 5 or more years of continuous service
4. Building society officer with 5 or more years of continuous service
5. Chiropractor (licensed or registered)
6. Clerk of court
7. Commissioner for Affidavits
8. Commissioner for Declarations
9. Credit union officer with 5 or more years of continuous service
10. Dentist (licensed or registered)
11. Fellow of the National Tax Accountant's Association
12. Finance company officer with 5 or more years of continuous service
13. Judge of a court
14. Justice of the peace
15. Legal practitioner (licensed or registered)
16. Magistrate
17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
18. Master of a court

19. Medical practitioner (licensed or registered)
20. Member of Chartered Secretaries Australia
21. Member of Engineers Australia, other than at the grade of student
22. Member of the Association of Taxation and Management Accountants
23. Member of the Australian Defence Force with 5 or more years of continuous service
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis
38. Veterinary surgeon (licensed or registered).