Australian Citizenship and Proof of Identity Check

Australian Citizenship and Proof of Identity
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 conditions are:

- To be an Australian citizen; and
- To meet certain identity and/or security checks.

You will be required to provide evidence of your identity and citizenship at certain stages of the recruitment and security vetting processes. Certified true copies of important documents must be provided.

Proof of citizenship /Change of name (Born after 10 August 1986)
If you were born after 20 August 1986, and/or if you have changed your name, you will need to provide further evidence of your citizenship and/or identity. To validate proof of Australian citizenship/Identity you must provide certified true copies of documents outlined on the Australian Government Security Vetting Agency website in the flow chart provided. Please check this flow chart carefully to ensure you provide all required information.

Please note:

- Please provide a certified true copy of your full birth certificate as extracts cannot be accepted.

- Certificates in a language other than English cannot be accepted. All documents sent 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 on the NAATI website. 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.

- Please ensure that all documents are certified correctly in the first instance to ensure the continuing and efficient processing of your engagement.

It is important to note that the Department of Immigration and Border Protection (DIBP) is the agency responsible for determining a person's Australian citizenship status. If there is any doubt about your Australian citizenship status, you should contact DIBP directly. Further information is available at www.citizenship.gov.au.
For further information on conditions of engagement, refer to the Australian Public Service Commission publication: *Citizenship in the Australian Public Service*.

**Have you changed your name?**

If you have changed your name from that listed on your birth certificate or Australian citizenship certificate you must provide official evidence and certified copies of the following documents:

- full birth certificate;
- change of name certificate (eg, deed poll certificate if applicable);
- naturalisation or citizenship certificate (if applicable);
- current marriage certificate (if applicable);
- decree nisi or decree absolute (if applicable).

Evidence may be a change of name or marriage certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) or deed poll certificate. Overseas marriage certificates are not acceptable evidence of a change of name.