**There are three options for identity document verification:**

1. **Online verification using the** Documentation Verification Service (DVS). For more information visit: http://www.dvs.gov.au/Pages/default.aspx

   **Please note:** Applicants must have a current passport, travel document, birth certificate or Australian Citizenship papers **AND** a current Australian Driver's license to access this option.

2. **Applicant produces documents to an organisation's Verifying Officer** who then completes the process online.

3. **Print and verify using an independent Verifying Officer** the applicant prints their application form and then takes this together their with their original identity documents to an independent Verifying Officer. They then post in the completed application form to the DCSI Screening Unit.

You need to choose the most appropriate option based on the identity documents you hold.

**Selecting your chosen verification method.**

The following screen shows you what to expect.

## Employment and Volunteer Screening Application

Application Number: AP000171

### 100 Point Identification Check

To process your application, the Screening Unit must be certain of your identity and must make sure you have undergone a 100-point identification check, which has been approved by an appropriate person. Further details on how to complete this section may be found on the Screening Unit's website: www.dcsi.sa.gov.au/services/screening/how-to-apply

There are three (3) options available for you to have your identity verified:

1. You can verify your identity online using the Documentation Verification Service (DVS). For more information visit: http://www.dvs.gov.au/Pages/default.aspx

2. You can show your original identity documents to your organisation's Verifying Officer who will then complete the process for you online.

3. You can print your application form and take this togther with your original identity documents to an independent Verifying Officer.

Your requesting organisation will be able to confirm which option is most appropriate in your circumstances and will provide you with additional information.

Verification Method*    ○ Verify Identity Online Now
                        ○ Requesting Organisation
                        ○ Print and Seek Verification

## Option 1: VERIFY IDENTITY ONLINE

**IF** you have chosen to verify your identity online, you will be taken to a screen that looks like this:



You need to click **VERIFY** for each document you have chosen to have verified.

You will then be taken to a second screen to enter in the details of that identity document.

For example if you select Birth certificate, you will go to a screen that looks like this:



Please remember to provide all details for the fields marked with a red asterisk (*)

Please also ensure you select the exact name used in the document.

## Option 2: REQUESTING ORGANISATION

**IF** you have chosen for your requesting organisation to verify your documents, you will need to take your identity documents to your organisation's verifying officer who will then be able to verify the documents online.

The Verifying Officer will click on your APPLICATION NUMBER in the Organisation's SAMS portal to open up your application. They will then be taken to a screen that looks like this:

You have selected **REQUESTING ORGANISATION**
Please show the ORIGINAL copies of your identity documents to your organisation's Verifying Officer. They will confirm that they have sighted these documents and will verify your form online.
Please note: At least one category A document or One Category B document (which contains a photograph) must be used.

| Category | Type of Document | Value | Points |
|---|---|---|---|
| Category A 70 points Only one document from this category will be accepted. | ☐ Birth certificate or extract ☐ Australian citizenship certificate ☐ Current international travel document (eg. passport) ☐ United Nations refugee visa or similar, authorising international travel | 70 | 0 |
| Category B Document Your initial Category B document is worth 40 points. Subsequent documents are worth 25 points. | ☐ Australian driver's licence or permit ☐ Department of Veterans' Affairs (DVA) card ☐ Centrelink pensioner / health care card ☐ Government employee identification card ☐ Tertiary student identification card ☐ Secondary student identification card ☐ Medical practitioner reference (only if applicant is known to the doctor for at least a year) | 40 or 25 | 0 |
| Category C Documents 25 points If you wish to use more than one Category C document, they must be from different organisations. | ☐ Seniors/ Medicare/ private health card ☐ Council rates/ property insurance papers ☐ Proof of age card ☐ International Driver's Licence ☐ Bank or credit card ☐ Utilities bills (Telephone, gas, electricity or water) ☐ Tax notice/superannuation statements ☐ Motor vehicle registration/insurance papers ☐ Rental property lease agreement ☐ Electoral Roll registration ☐ Professional or trade association card | 25 | 0 |
| Must equal or be more than 100 Points | | TOTAL | 0 |

**Please note:** As the applicant, YOU will not be able to access or select any of the documents on this page. **ONLY** the Verifying Officer will be able to complete this part of the online form for you.

The verifying Officer will select the documents they are verifying by ticking the appropriate box. The total will automatically occur. Don't forget the total must equal or be more than 100 points.

ONCE they have verified your documents, they will submit the form and you will then be able to proceed to payment.

## Option 3: PRINT AND SEEK VERIFICATION

**IF** you have chosen to print and seek verification, you will need print your application form and take this form together with ORIGINAL copies of your identity documents to an independent Verifying Officer. For details on who can verify your documents please visit: Employment Screening Verification - Permitted Verifiers Information Sheet (PDF 214.5 KB).

The Verifying Officer will then confirm that they have sighted your documents and will verify your form.

Please post your completed application to: DCSI Screening Unit, GPO Box 292, Adelaide SA 5001.

If you have chosen this method, you can proceed to the PAYMENT OPTION by clicking [ **PAY FEES** ]

**If you require additional information, please email the screening unit via** DCSI.Screeningonline@sa.gov.au

**OR visit the website at:**
http://www.dcsi.sa.gov.au/services/screening