

Source of Information

The Australian Capital Territory's Driver's License search is obtained, with your express consent, from the Road Transport Regulation / Access Canberra. A local fulfillment provider will submit your application and supporting documentation to the source. Your driving record will be sent to the local fulfillment provider.

Information Required for the Order

- 📄 Notice / Consent for screening
- 📄 You must complete and sign the *Australia DL ACT Form*
 - ✍️ A hand written signature is required on the form; digital signatures will not be accepted
- 📄 You must provide at least 100 points of ID
 - A copy of your ACT driver's license should be one of the ID forms provided (front only)
 - A secondary ID should be provided to achieve 100 points of ID
 - For a list of what IDs meet 100 points, see the next page
 - You may provide two documents from the primary Proof of Identity list, if you wish. You do not need to provide a second document from the Secondary Proof of Identity List if you have provided two from the initial list.

Submission Instructions

- ✓ Double check the form to make sure you have completed all required fields
- ✓ Make sure you have provided at least 100 points of ID, including your ACT driver's license. Be sure the documents are legible.
- ✓ Make sure the signature on this form matches the signature of the identification copies you provided.
- ✓ The company will provide instructions for you on where and how to submit forms and documents.

If You Have Questions

If you have questions about completing forms or the ordering process, contact the screening provider, Accurate Backgrounds at:

US Phone: (800) 784-3911

Outside of the US: numbers can be found at the link below <https://www.accurate.com/contact-us/>

100 Points of ID Acceptable Documents

Primary Proof of Identity

The following documents will be accepted as primary proof of identity.

- **A photographic Driver Licence** issued in Australia and current or expired up to two years.
- **Australian Birth Certificate** (not a Commemorative Certificate or extract). If the certificate is not in the name currently used appropriate linking documentation will be required (e.g. Marriage Certificate).
- **Australian Passport** current or expired up to two years.
- **Overseas Passport** current or expired up to two years.
- **Australian Citizenship Certificate or Naturalisation Certificate.**
- **Department of Home Affairs Travel document** valid up to five years after date of issue.
- **Department of Home Affairs Evidence of Immigration Status (EIS) ImmiCard** valid to date of expiry.
- **Department of Home Affairs Permanent Resident Evidence (PRE) ImmiCard** valid to date of expiry.
- **Department of Home Affairs Australian Migration Status (AMS) ImmiCard** valid to date of expiry.
- **Current Police Officer Photo Identity Card** issued in ACT only.
- **Australian Proof of Age Card / Proof of Identity Card / NSW Photo Card** with appropriate security features that displays the date of issue by Authority and current or expired up to two years.

Secondary Proof of Identity

The following documents will be accepted as secondary proof of identity.

- **Current Medicare Card.**
- **Current Credit Card or Account Card** with signature and embossed name from a Bank, Building Society or Credit Union (to be sighted by staff – DO NOT submit a photocopy).
- **Current Student Identity Document** with photograph and signature issued by an Educational Institution.
- **Current Centrelink or Department of Veterans Affairs Concession Card.**
- **KeyPass Identity Card** issued by Australia Post current or expired up to two years.
- **Security Guard / Crowd Controller Identity Card** with photograph issued by an Australian State or Territory current or expired up to two years.
- **Firearm Licence** with photograph issued by an Australian State or Territory current or expired up to two years.
- **Current Consular Identity Card** with photograph issued by Department of Foreign Affairs and Trade.
- **Current State, Territory or Federal Government Employee Identity Card** with photograph.
- **Current Australian Defence Force Identity Card** with photograph.
- **Current ACT Government Services Access Card.**
- **Working with Vulnerable People Registration Card** current or expired up to two years.
- **ACT High Risk Work Licence** current or expired up to two years.

From: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2917/~/act-driver-licence-and-motor-vehicle-registration-proof-of-identity-and#!tabs-2

