

Application and Informed Consent Checklist

Identity Requirements

Before sending in a police check form please use this checklist to ensure that all relevant information has been provided to ensure that the check can be processed without delays.

Special Olympics Australia has a contractual responsibility as a police checking agency to verify the identity of the applicant consenting to the police check. This means that the ID information and the form matches and that the ID has been verified.

1. REQUEST – provide the minimum proof of identity documents

You must request the minimum proof of identity documents as required by the form. The proof of identity documents need to be certified as true copies of the original by sighting the original document and the copies. ID documents can either be certified by a JP, Pharmacist etc. or an volunteer officially registered with a SOA Club (e.g. Chair, Membership Officer etc.).

Certifying ID Example Statements

You can use the below statements to certify the ID and also link the identity as explained in Step 4.

“I confirm that this is a true copy of the original document which I have seen and that the photograph is a true likeness of the individual concerned.”

Note: When accepting a credit or bank card as proof of identity you must ensure that the applicant’s card information is handled in a secure and confidential manner. If sighting documents in person, we do not recommend that card numbers are recorded. Recording the name on the card is sufficient. If taking copies, you may de-identify the data by blacking out the card number, or request that an applicant does this before digitally providing copies to you.

2. COMPARE – the identity documents to the application

You are required to review each application for a police check. You must compare the personal information contained on each of the identity documents to ensure that they match.

You must then compare the details on the identity documents with the personal information on the police check application. You should ensure:

- the names (including maiden and middle names) and addresses appearing on the identity documents match the information provided on the application
- the date of birth, signatures, licence and passport numbers (when provided) are consistent.

3. CONFIRM – the legitimacy of the claimed identity

Authentication

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In-person applications provide greater opportunities for examining the integrity of original identity documents which have been presented. When sighting ID, you need to take steps to confirm the authenticity of documents presented. For example, when sighting documents, you should be aware of the document security features.

EXAMPLE

The current Queensland Driver Licence contains a holographic image of a map of Australia, a digitised signature, a ghost image of the applicants face under the signature, a computer chip, and security foil highlights on the map of Australia.

Verification

Please also ensure you undertake identity verification on documents presented – which is the process of checking information (e.g. name and date of birth) provided on identity documents by comparing it with previously corroborated information (e.g. against the SOA SOMS database for renewing volunteers). This is especially important when digital evidence of identity is presented (e.g. scanned documents) and a full visual confirmation process is not practical.

You are required to maintain records of how these remotely presented documents have been authenticated or verified.

4. LINK – the applicant to the claimed identity

We are required to confirm that an application is being made by the individual concerned. This has traditionally been done in-person by comparing a person's face against a photograph on presented identification. When an applicant submits an application remotely, you must find alternative methods for undertaking this visual comparison.

Linkage is important to ensure that the person who is presenting the personal information and identity documents is the owner. However, for applications submitted remotely, the assumption that the documents belong to the owner only provides a low level of assurance because family, close friends or members of the same household could be expected to have access to the same evidence. Therefore you need to ensure that the applicant making the application belongs to the claimed identity.

Requesting the applicant to submit a photograph of them is not sufficient for visual comparison as the image provided could be accessed by someone close to the applicant through a photo library or social media sites. To use this method of comparison, the photograph must be taken in real time as part of the application process using a webcam, or contain key identifying features such as a photo with their clearly visible photo ID held next to their face.

You may also accept a submitted photo if it has been certified as matching the applicant by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Item	Checked
Identity Requirements	
1x Commencement document provided and verified	
1x Primary document provided and verified	
2x Secondary documents provided and verified	
Verify Identity – Compare form information with SOMS Information	
Full name verified	
DOB verified	
Gender verified	
Address verified	
Photograph provided	
Change of Name – (evidence provided)	
Informed consent given	
Linking the Identity	
ID has been certified as true copies	
ID witnessed in person including comparing face against photograph	

- I have received the required number of identity documents
- I have compared the personal information on the form with the information on the identity documents including names, addresses, date of birth, and signatures.
- I have confirmed the authenticity and verified the identity information against SOMS
- I have linked the applicant to the photo ID by comparing their face with the photograph provided in their identity documents.

I (full name) can confirm I have taken the above steps in regard to the attached application for (name of applicant).

.....(Signature)

.....(Role at Special Olympics)