

CIT Student ID Check Form

Instructions

All students must confirm their identity by providing **100 points** of ID when enrolling.

You can use different combinations of documents to make up your **100 points**. Documents supplied must include at least one primary document proving citizenship, a photo ID and identification showing your date of birth.

Submit this form and any supporting documentation:

- In person to CIT Student Services on any campus, who can verify your documents on the spot, or
- In person to your teacher or other CIT staff member, who can verify your documents and submit the form to CIT Student Services on your behalf, or
- By email to info@cit.edu.au (must be certified true copies).

CIT Number
(if available)

Your Name
(please print)

Contact Number
(if more information is required) **Course Code**

Course Title

Please tick below which documents are being used to confirm ID and submit this form with your documents (if submitting via email, documents must be certified true copies).

100 Points Identification Check		Points
Primary documents – must provide at least one primary document.		70
<input type="checkbox"/>	Birth Certificate	
<input type="checkbox"/>	Citizenship Certificate	
<input type="checkbox"/>	Current Australian Passport	
<input type="checkbox"/>	Expired Australian Passport which has not been cancelled and was current within the preceding two years	
<input type="checkbox"/>	Current passport from another country, ImmiCard, resident status or diplomatic documents (include visa documents)	
	Visa Subclass/ImmiCard Number: <input type="text"/>	
		Sub-total <input type="text"/>
Secondary documents – must have a photograph and a name.		
<input type="checkbox"/>	Current Drivers Licence issued by an Australian state or territory	40
<input type="checkbox"/>	Government employee ID (Australian Federal/State/Territory)	
<input type="checkbox"/>	Proof of Identity Card	25
<input type="checkbox"/>	High School or College ID Card	
<input type="checkbox"/>	Working with Vulnerable People Card	
<input type="checkbox"/>	Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	
<input type="checkbox"/>	Identification card issued to a student at a tertiary education institution e.g. CITCard	
		Sub-total <input type="text"/>

100 Points Identification Check		Points
Document – must have name and address. <ul style="list-style-type: none"> <input type="checkbox"/> Notification of Business <input type="checkbox"/> Document held by a cash dealer giving security over property <input type="checkbox"/> A mortgage or other instrument of security held by a financial body <input type="checkbox"/> Council rates notice <input type="checkbox"/> Document from current employer or previous employer within the last two years <input type="checkbox"/> Land Titles Office record <input type="checkbox"/> Document form the Credit Reference Association of Australia 		35 Sub-total <input style="width: 50px; height: 15px;" type="text"/>
Document – must have name <ul style="list-style-type: none"> <input type="checkbox"/> CIT Yurauna Letter <input type="checkbox"/> Medicare Card/Centrelink Card <input type="checkbox"/> Current credit card or account card from a bank, building society or credit union <input type="checkbox"/> Current telephone, water, gas or electricity bill <input type="checkbox"/> Foreign driver's licence <input type="checkbox"/> Electoral roll compiled by the Australian electoral Commission <input type="checkbox"/> Lease / rent agreement <input type="checkbox"/> Current rent receipt from a licensed real estate agent <input type="checkbox"/> Records of a primary, secondary or tertiary education institution attended by the applicant within the last 10 years <input type="checkbox"/> Records of a professional or trade association of which the applicant is a member 		25 Sub-total <input style="width: 50px; height: 15px;" type="text"/>
If you are unable to provide sufficient identification, please contact CIT Student Services on (02) 6207 3188 or email infoline@cit.edu.au for further assistance.		
		GRAND TOTAL <input style="width: 50px; height: 15px;" type="text"/>

Certifying documents

To find out who can certify documents, visit the List of Signatories at: ag.gov.au/legal-system/statutory-declarations

The certifying authority must state on the copy of the document:

"I certify that I have sighted the original document and this is a true copy of the original document and that <applicant's name> is the valid holder of this document."

The certifying authority must include their name, signature, role/qualification, and date.

Privacy Notice

The personal information on this form is being collected under the principles of the Information Privacy Act 2014 (ACT) to enable confirmation of your identity. All personal information provided will be handled confidentially in accordance with the Information Privacy Act 2014 (ACT). Further information is available from the CIT Privacy Policy – Territory Privacy Principles located on the CIT website at cit.edu.au/policies.

OFFICE USE ONLY	ID documents verified by:	
	Name: <input style="width: 200px;" type="text"/>	Dept: <input style="width: 200px;" type="text"/>
	Signature: <input style="width: 200px;" type="text"/>	Date: <input style="width: 50px;" type="text"/>
	CIT staff verifying ID may submit this completed form to: Email: infoline@cit.edu.au Internal mail: CIT Student Services, Room A04, CIT Reid.	
	ID/AD hold lifted by: <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/>	
	TRIM Container/Content number: <input style="width: 200px;" type="text"/>	
	Entered into TRIM by: <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/>	Second verified by: <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/>