Canberra Institute of Technology

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:

a. In person to CIT Student Services on any campus, who can verify your documents on the spot, or

b. By email to **infoline@cit.edu.au**.

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.
CIT will delete any identity documents received via email as soon as your account has been updated.

100 Points Identification Check	Points
Primary document – must provide at least one primary document.	**70**
☐ CIT Yurauna Letter (Confirmation of Aboriginality)	
☐ Australian or New Zealand Birth Certificate	
☐ Citizenship Certificate	
☐ Australian Passport (current or expired up to 2 years)	
☐ New Zealand Passport (current or expired up to 2 years)	
☐ Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia.	
☐ Overseas Passport (expired by up to 2 years if accompanied by a current Australian visa), ImmiCard, resident status or diplomatic documents (include visa documents)	
Visa Subclass/ImmiCard Number:	**0** Sub-total
Secondary document – must have a photograph and a name.	
☐ Australian Drivers Licence/Learners Permit (current or expired up to 2 years).	**40**
☐ Government employee ID (Australian Federal/State/Territory)	
☐ Australian Proof of Age Card, including a New South Wales Photo Card (current or expired up to 2 years)	**25**
☐ High School or College ID Card	
☐ Working with Vulnerable People Card	
☐ Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	
☐ Identification card issued to a student at a tertiary education institution e.g. CITCard	**0** Sub-total

100 Points Identification Check	Points
Document – must have name and address.	35
☐ Notification of Business	
☐ Document held by a cash dealer giving security over property	
☐ A mortgage or other instrument of security held by a financial body	
☐ Council rates notice	
☐ Document from current employer or previous employer with the last two years. EG. Payslips/Employment Contract (must be on company letterhead).	
☐ Land Titles Office record	
☐ Document from the Credit Reference Association of Australia	0 Sub-total
Document – must have name	25
☐ Decree Nisi/Decree Absolute (Australian Registry issue only).	
☐ Australian Marriage Certificate	
☐ Medicare Card/Centrelink Card	
☐ Bank statement (must have name and address and show transactions).	
☐ Change of Name Certificate	
☐ Taxation assessment notice	
☐ Current credit card or account card from a bank, building society or credit union	
☐ Current telephone, water, gas or electricity bill	
☐ Overseas driver's licence	
☐ Electoral roll compiled by the Australian electoral Commission	
☐ Current lease/rent agreement	
☐ Current rent receipt from a licensed real estate agent	
☐ Records of a primary, secondary or tertiary education institution attended by the applicant within the last 10 years	
☐ Records of a professional or trade association of which the applicant is a member	0 Sub-total
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 0

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: _____ Dept: _____

Signature: _____ Date: _____

CIT staff verifying ID may submit this completed form to: Email: **infoline@cit.edu.au**

ID/AD hold lifted by:

_____ _____

TRIM Container/Content number:

_____

Entered into TRIM by: _____ _____ Second verified by: _____ _____