

Proof of identity and dependency

To help protect your privacy and your entitlements we will ask you to provide us with copies of documents that prove your identity and the identity of each dependant that you have listed in your application.

If you are married or in a defacto relationship or have children we will also ask that you provide documents as proof of your relationship.

What proof of identity documents do I need to provide?

You will be required to provide identify documents for yourself and your married or defacto partner from the following list in the following combinations.

- a) Two documents, one from category A and one from category B; or
- b) Two documents from category B; or
- c) Three documents, one from category B and two from category C.

Category A Documents

- Australian or international passport
- Current Australian driver's licence
- Foreign national ID card
- Proof of Age Card (issued by Australian state or territory)
- NSW Photo Card/Birth Card.
- Government issued firearms licence

Category B Documents

- Australian or foreign birth certificate
- Australian citizenship certificate
- Centrelink or Veteran Affairs card
- Australian Medicare card
- Change of name certificate (for marriage or legal name change showing link with previous names)
- A deed poll registration
- Australian immigration papers
- Australian marriage certificate
- Tertiary identification card

Category C Documents

- Medical records that show identifying details including name, address and date of birth
- Utility bills eg: telephone, electricity or gas bill
- Bank statements showing residential address
- Property rates notice
- Home insurance papers
- Rental documents such as lease or lodgement of bond
- Document from nursing home or residential care that provide proof of residence.

What proof of dependency documents do I need to provide?

You will need to provide proof of dependency documents for you married or defacto partner if you are claiming an allowance for a spouse. We will also ask that you provide proof documents for any children that are dependant upon you for support.

Married or defacto partner

You will need to provide a copy of the either of the following documents as proof of your marriage or defacto relationship:

- An Australian or foreign marriage certificate
- A state or territory issued relationship registration certificate (for defacto couples only)

You can also provide three of the documents listed below if you are not able to provide copies of the documents listed above:

- Centrelink or Department of Veteran Affairs documents confirming the existence of a marriage or defacto relationship for the purposes of payments received from those agencies
- Bank statements confirming joint bank accounts / or joint loans
- A rates notice or rental documents in both names
- Drivers licenses confirming the applicant and married or defacto partner live at the same address.
- Utility bills eg. telephone, electricity or gas bill in both names issued within last 6 months
- Any other documentation confirming that the applicant and defacto spouse live together

If you have a defacto partner we might ask you to complete a statutory declaration where you can tell us more about your relationship.

Children

You will need to provide one of the following documents for each child who is dependant upon you:

- A birth certificate
- Travel concession card for secondary school student
- Tertiary student card
- Certificate of adoption
- Family Law Court Order
- Documents from Centrelink confirming that child is in the care, custody and control of the worker and spouse eg. Family Allowance statements.
- Letter for school, college or university confirming identity and address

If you have a child or children who are older than 16 and younger than 21, we will ask that you provide proof that they are enrolled as a full time student at school, college or university.

Should I send original documents?

We ask that you send clear photocopies or digital photos of your proof of identity and dependency documents. You should never send us original documents.

Would you like more information?

We are here to help you if you are having difficulties obtaining proof of identity documents or are unsure of what documents you need to provide. You can contact us at:

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Email: DDCenquires@icare.nsw.gov.au
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