

## Special Identification Provisions

To apply for a National Disability Insurance Scheme (NDIS) Worker Screening Check you must provide proof of identity documents<sup>1</sup>. SAFE NT need this proof to confirm who you are and match your identity with any relevant criminal history records, to assess whether you are eligible for a NDIS Worker Screening Clearance.

### What if I don't have enough acceptable ID?

It is expected that you make every attempt to access acceptable identification for yourself before taking the next step to apply for special provisions. Some examples of identification you can apply for are:

Category A	Apply for birth certificate	<a href="https://nt.gov.au/law/bdm/apply-for-birth-death-or-marriage-certificate">https://nt.gov.au/law/bdm/apply-for-birth-death-or-marriage-certificate</a>
	Apply for a passport	<a href="https://www.passports.gov.au/getting-passport-how-it-works">https://www.passports.gov.au/getting-passport-how-it-works</a>
Category B	Apply for an evidence of age card	<a href="https://nt.gov.au/driving/mvr-services/apply-for-nt-evidence-of-age-card">https://nt.gov.au/driving/mvr-services/apply-for-nt-evidence-of-age-card</a>
	Get your driver licence	<a href="https://nt.gov.au/driving/driverlicence/getting-an-nt-licence/get-your-driver-licence#:~:text=Before%20you%20can%20be%20issued,evidence%20of%20your%20NT%20residency.&amp;text=If%20you%20live%20in%20a,driver%20licences%20for%20remote%20residents.">https://nt.gov.au/driving/driverlicence/getting-an-nt-licence/get-your-driver-licence#:~:text=Before%20you%20can%20be%20issued,evidence%20of%20your%20NT%20residency.&amp;text=If%20you%20live%20in%20a,driver%20licences%20for%20remote%20residents.</a>
	Get a Working with Children Card	<a href="https://forms.pfes.nt.gov.au/safent/">https://forms.pfes.nt.gov.au/safent/</a>
Category C	Apply for a Medicare Card	<a href="https://www.servicesaustralia.gov.au/individuals/services/medicare/medicare-card">https://www.servicesaustralia.gov.au/individuals/services/medicare/medicare-card</a>
	Apply for a Centrelink Basics Card	<a href="https://www.servicesaustralia.gov.au/individuals/services/centrelink">https://www.servicesaustralia.gov.au/individuals/services/centrelink</a>
	Apply for a Centrelink Health Care Card	<a href="https://www.servicesaustralia.gov.au/individuals/services/centrelink">https://www.servicesaustralia.gov.au/individuals/services/centrelink</a>



## Apply for Special Provisions

In certain exceptional circumstances, an application may be made to SAFE NT requesting special provisions to provide alternative proof of identity documents.

Examples of exceptional circumstances where you might not be able to provide the required identification are:

- If your birth was not registered;
- You are homeless;
- You are undocumented, or a recent arrival to Australia;
- You live in a remote area of Australia;
- You are transgender or intersex;
- You have been affected by a natural disaster;
- You have limited access to identity documents because of how you were raised;
- You are a foreign national and reside outside of Australia.

## How do I apply?

To apply for special provisions you must download and complete the Request for Special ID Provisions Form and email it to SAFE NT at [safent.police@pfes.nt.gov.au](mailto:safent.police@pfes.nt.gov.au). The form can be found at [www.pfes.nt.gov.au/NDISCheck](http://www.pfes.nt.gov.au/NDISCheck).

The form asks you what proof of identity documentation you are able to provide, explain why you cannot provide the standard forms of identification and the best way to contact you in order to assess your request.

When assessing your request for special provisions to provide alternative identity documents, SAFE NT must be able to confirm that your claim is legitimate and seek as much evidence as possible from you. SAFE NT may need to contact you to seek further information.

If SAFE NT approves your request for special ID provisions, you will be contacted by email with advice on how to proceed. In most cases it will involve you providing a different combination of accepted proof of identity documents and may include a statutory declaration from a referee<sup>1</sup>.

The referee must have known you for at least 12 months and must not be a relative. The referee must confirm your identity in the statutory declaration providing the following:

- current name and any previous names you are known by;
- current residential address,
- date of birth; and
- the full name and contact details of the person signing the declaration.

The statutory declaration must include a photograph of you with your name written on the back, signed by the referee.

## For more information

For further information relating to NDIS Worker Screening Checks in the Northern Territory, visit the SAFE NT website <https://pfes.nt.gov.au/NDISCheck>. Alternatively, contact SAFE NT by email at [safent.police@pfes.nt.gov.au](mailto:safent.police@pfes.nt.gov.au) or call 1800 723 368 (1800 SAFE NT).

