

Verification of Identity Form

100 Point Check

Before we approve any grant funding, we need to be certain the right person receives the financial assistance. Please show your identity documents to an approved witness and complete this form together. Further information on eligibility requirements can be found in the [Back to Work Guidelines for Funding](#).

Section 1. Applicant details

This document must be completed by the applicant completing the online application form and/or business owner, Director, Partner, Trustee or Public Officer associated with the ABN.

Given name/s:

Family name:

Date of birth:

Address:

Phone number:

Business name:

Business ABN:

ABN Entity Name:

Section 2. Identity documents

You need to show your witness enough documents to confirm your full name, date of birth, current address, and signature (see page 3 of this form for a full list of approved identity documents)

Type	Reference Number	Date Issued/Expiry Date

Please note – You are not required to send us copies of your identity documents.

If you are unable to provide enough documents to confirm your identity, please contact us by email at backtowork@desbt.qld.gov.au or by phone at 07 3524 3399.

Witness:

Signature -

Date -



Section 3. Witness details

This section is completed by the person witnessing your documents. Your witness must be a registered Queensland Justice of the Peace or Commissioner for Declarations. You can find a Justice of the Peace or Commissioner for Declarations [here](#).

Please note - We cannot accept an incorrectly witnessed Verification of Identity form. Witnesses must not be a spouse or family member of any applicant business owner or stakeholder, nor an employee of, or stakeholder in, the applicant business or any other business which shares ownership or a trust/trustee relationship with the applicant business.

Witness name:

Witness qualification:

Witness registration number:

Witness stamp (if applicable):

Section 4. Applicant and witness declarations

I acknowledge it is an offence to make a statement or provide a document that is false or misleading. The information I have provided is true and not misleading. I agree to advise the Department of Employment, Small Business and Training if my circumstances change or if I become aware of any matter that would make the information in this form false or misleading.

Applicant:

I declare the information I have provided on this form and the documents I have shown to my witness are true and not misleading

Signature - Date -

Witness:

I declare I am an approved witness and I:

- a. have sighted sufficient documents to verify the applicant's identity
- b. have witnessed the applicant sign this document in my presence, and
- c. am not associated with the applicant (not related to or works with the applicant).

Signature - Date -

Privacy notice

For a full description of our Privacy collection notice, please refer to our [Terms and Conditions](#)

List of approved Identity Documents

Different types of identity documents are worth different points (see table below). You can use different combinations of documents to make up your 100 points, but **you must include at least one primary document as part of your 100 points**.

Primary documents	Points	Secondary documents	Points
Australian visa	40	Change of name certificate	40
Birth certificate	50	Marriage certificate	40
Certificate of Australian Citizenship	50	Medicare card	40
Current driver licence	60		
Valid passport	50		

*Only return this completed and witnessed 100 point check document to us. **You are not required to provide copies of the documents listed above.***

Approved witnesses

We will only accept documents that have been witnessed by a Justice of the Peace or Commissioner for Declarations, registered in Queensland.

You can check if your witness is a registered Justices of the Peace or Commissioner for Declarations in Queensland [here](#).

You can find a Justice of the Peace or Commissioner for Declarations [here](#).

Need help in your language?

Call 1800 512 451 and ask for an interpreter. If you require further assistance, please contact the Back to Work Team.