

A person applying for a Working with Children (WWC) Check is required to provide proof of identification in accordance with sections 9(3) and 10(3) of the *Working with Children (Screening) Act 2004*.

Sometimes an applicant does not have the proof of identity documentation to fulfil the 100 Point Proof of Identity Check or other non-standard identification requirements for a WWC Check. When all efforts to obtain proof of identity documents have been exhausted, identification may be made by an authorised referee. This factsheet outlines who can be an authorised referee and how documents should be certified.

### Who can act as an authorised referee?

An “authorised referee” can be a Chairperson, Secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils, housing organisations etc.) or a person who is an authorised witness for statutory declarations, which includes:

- Academic
- Accountant
- Bailiff
- Bank Manager
- Chemist (Pharmaceutical)
- Chiropractor
- Community Development Program (CDP) providers
- Court Officer
- Community Elder
- Defence Force Officer
- Dentist
- Doctor
- Engineer
- Industrial Organisation Secretary
- Insurance Broker
- Justice of the Peace
- Lawyer
- Local Government Councilor or CEO
- Loss Adjuster
- Marriage Celebrant
- Member of Parliament
- Member of staff of [National Indigenous Australians Agency](#)
- Minister of Religion
- Nurse
- Optometrist
- Physiotherapist

- Podiatrist
- Police Officer
- Post Office Manager
- Psychologist
- Public Notary
- Public Servant (State/Commonwealth)
- Real Estate Agent
- School Counsellors
- School Principals
- Settlement Agent
- Sheriff or Deputy Sheriff
- Surveyor
- Teacher
- Tribunal Officer

### **How does an authorised referee confirm a person’s identity?**

1. The applicant must contact the WWC Screening Unit for approval to use an authorised referee to confirm a person’s identity. To discuss your specific circumstances, please first contact the WWC Screening Unit on 1800 883 979 or email us at [checkquery@communities.wa.gov.au](mailto:checkquery@communities.wa.gov.au)
2. Once approved, *Form APP10: Identification by an authorised referee* will be sent via email, with a unique reference, for completion by two authorised referees from the list above. The referee must know the person either personally or professionally.

### **How does an authorised referee certify a person’s identity documents?**

The authorising referee must ensure that the copy to be certified is an identical copy of the original document. Suggested wording for the certification is as follows:

- “I certify that this appears to be a true copy of the document produced to me on <date>”
- Print name and position/role
- Signature
- Date of signature.