Work entitlement checklist

Is the person an Australian citizen?
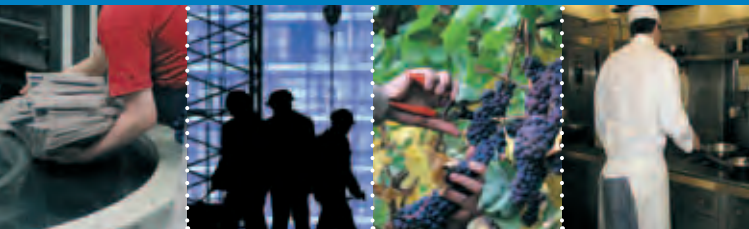
☐ Yes. Go to 'Checking Australian citizens'.

☐ No. Go to 'Checking visa holders '.

Checking Australian citizens

Confirm an Australian citizen's entitlement to work by sighting one of the following:

☐ Australian passport

☐ Australian citizenship certificate or certificate of evidence of Australian citizenship and another form of photo identification such as a drivers licence

☐ Full Australian birth certificate for a person born before 20 August 1986 and another form of photo identification such as a drivers licence

☐ Full Australian birth certificate for a person born on or after 20 August 1986, showing that at least one parent was born in Australia and another form of photo identification such as a drivers licence.

If job applicants cannot provide evidence of their entitlement to work in Australia they should be referred to the nearest office of the Department of Immigration and Citizenship (DIAC) to obtain the necessary evidence.

Checking visa holders

Step 1

Sight passport as proof of identification.

Step 2

Ask for consent to check visa details through the Visa Entitlement Verification Online (VEVO) or Visa Entitlement Verification Faxback service.

Step 3

Perform work entitlement check through VEVO or the faxback service.

Did VEVO or the faxback service confirm that this person is entitled to work?

☐ No. You may not be able to employ this person. Refer the applicant to the nearest DIAC office for discussion about their visa conditions or status. To find the nearest office visit http://www.immi.gov.au/contacts or phone 131 881.

☐ Yes. This person has unlimited work entitlements. You can employ this person.

☐ Yes. But this person has limited work entitlements and can only work for you within these limitations. If you are unsure about what the limitations mean, phone the Employers Immigration Hotline on 1800 040 070.

To use VEVO go to http://www.immi.gov.au/managing-australias-borders/compliance/info-employers/evo-orgs.htm.

For instructions on how to use the faxback service phone 1800 040 070.