An important step in the RailWallet solution is the requirement for an ID check as workers are registered. This extra measure increases security and reduces the chances of fraud. Avetta offers an online ID verification process as new workers are registered in RailWallet. However, we do acknowledge that for some applicants, you may not be able to provide enough required Australian-issued documentation to proceed online.

Step 1 > Collect 100 points of foreign/international issued ID for the worker as per the list below:

Primary documents: 70 Points (at least one, foreign docs must be translated)	Secondary Documents: 40 Points (one allowed)
- Birth Certificate or Birth Card - Citizenship Certificate - Current Australia Passport - Expired Australian Passport which has not been cancelled and was current within the preceding two years - Australian Driver's License, Learner Permit or Proof of ID - Current passport from another country or diplomatic documents	- Australian Boat License - Australian Firearms License - Private Security License - Government Employee ID card - Government Entitlement Card
Additional Secondary documents: 25 Points (Max 2 docs can be presented)	**Secondary ID Documents: 35 Points** (one allowed)
- Australian Workcover License - Council Rates Notice - Utilities Notice - Medicare Card - Insurance Policy Documents - Property Lease Agreement - Rental Contract or Receipt - Foreign Driver's License - Motoring Club Membership (EG: NRMA, RACV) - Trade Association Membership record - Registered Club Membership Card - Letter from an education institution	- Tertiary Student ID card with Photo - Mortgage documents **Secondary Financial: 25 Points** (one allowed) - Credit/Debit Card - Financial Institution Statement **Change of Name** If you have changed your name from that on your identification document, you will need to provide one of the following change of name documents: - Change of Name by Deed Poll - Marriage Certificate - Change of Name Document

Step 2 > Have each item signed by a Justice of the Peace or authorised witness.

Step 3 > Email each authorised item to rail@avetta.com along with the worker's name, date of birth, and the name of your business.

The RailWallet team will assess the emailed evidence, and if it meets the requirements, the worker's ID check will be approved. Please note that the ID approval will appear in the system on the next business day. If you need help or more information about this process, please call the RailWallet team on **1300 309 566** (7am-7pm Weekdays), or email rail@avetta.com

Your personal information will sighted and verified by our team in accordance with our privacy policy found at https://www.avetta.com/legal/privacy-policy