

### Personal Documentation

All recruits are to read the following document list. Your DFRC will have already asked to see some of the documentation; however, you **must** still bring them to 1RTU as the Air Force and the Australian Government Security Vetting Agency have specific requirements for the documents which are separate to those of the DFRC.

<b>Documentation and Personal Information Requirements</b>		
For most categories within the Air Force you will not be able to continue your training after Recruit School without a security clearance. The Australian Government Security Vetting Agency advises that even if you were born in Australia after 20 August 1986 and both your parents were born in Australia, you must still provide proof of citizenship.		
<i>Document / Form</i>	<i>Note / Explanation</i>	<i>Tick Box</i>
AGSVA Form - SVA100 Security Clearance Consent Form		
AGSVA Form - SVA041 Statutory Declaration		
AGSVA Form - SVA84 National Police Checking Service (NPCS) Application		
hard copy of security pack	plus access password if already commenced	
security pack documents submission	Recruit School Security Officer CC'd on submission when emailed to AGSVA (waggroundacademy.persadmin@defence.gov.au)	
full birth certificate	Original or Certified True Copy: Extracts or deed poll certificates (if name changed) will not be accepted. Birth Certificates in any language other than English require a full official translation by a National Accreditation Authority for Translators and Interpreters (NAATI). A list of NAATI representatives can be found at <a href="http://www.NAATI.com.au">www.NAATI.com.au</a> .	
Change of Name Certificate	Original or Certified True Copy - if applicable	
drivers licence	current drivers licence (if held)	
full birth certificates for parents if Recruit was born after 1986	Original or Certified True Copy	
parents' ID documentation	(1) Full Name and date of Birth (2) Place of birth (should be on full birth certificate) (3) Current address and dates of residence (4) Nationality and date of arrival in Australia (if applicable)	

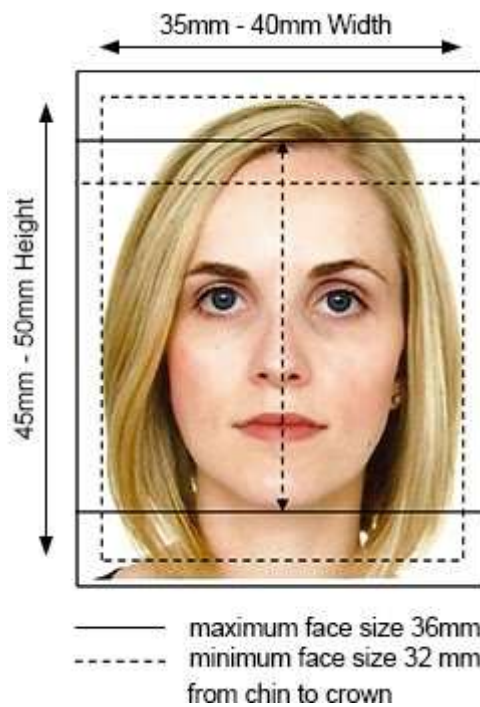
partner / spouse / de Facto	full name, date of birth (DOB) and place of birth	
Naturalisation documents	Date and place of naturalisation of yourself and partner - if applicable Date of arrival in Australia – if applicable	
Citizenship Certificate or Certificate of Citizenship by descent	if held	
Marriage Certificate(s)	Original or Certified True Copy: For all marriages, if applicable, or evidence of an approved Interdependant Relationship approved by the Senior Military Recruiting Officer of your DFRC.	
current serving spouse details	Service and PMKeys details – if applicable	
divorce documents for all divorces	Original or Certified True Copy: Decree Nisi or Decree Absolute – if applicable	
next of kin details	Evidence of your nominated family member's address (eg a gas bill or photocopy of their drivers licence). This is required for your entitled leave travel.	
your children's Birth Certificates	Original or Certified True Copy: For recognition of all dependants under your care - if applicable	
addresses	details of last ten (10) years addresses including dates of residence	
employment / study	Details of last ten (10) years of employment (school, university, unemployment, or travelling) including employers' name, address, type of work done and dates of employment (e.g. Oct/99-Apr/00, John's Mega Store, Sales person, 7 Old Trafford Street, Chester, Vic). Provide two referees and one previous supervisors contact details inc phone number. Evidence of employment – eg pay slips or group certificates	
Admissible service of Commonwealth Employees	Periods of continuous employment or service with Commonwealth or State authorities and British Commonwealth Armed Forces may be counted for long service leave entitlements. Evidence of such employment should be brought with you so that applications to have previous service recognised may be made whilst you are in 1RTU	
letters of reference	Provide copies of any written references provided by previous employers, personal referees, school teachers and coaches	
proof of receipt of unemployment benefits	if applicable	
educational certificates and/or transcripts	final year certificates or most recent academic qualification	
trade certificates	The RAAF will consider recognising any educational qualifications and trade apprenticeships and indentures you have gained prior to entry. Recognition of your qualifications could benefit your promotion prospects, so it is in your interests to bring all relevant original certificates with you. If you are in doubt as to whether or not you might qualify, bring your certificates with you.	
clubs / associations	Details of any clubs or associations subject has ever been a member of, including name of club, office held, dates of membership and reason for leaving if applicable.	

overseas travel	Details of travel are to reflect passport, including stopovers (passports are not always a complete reflection of all travel undertaken). Parent's passport to be provided if subject's travel documented on same. You will also be required to provide details of any family members residing overseas, including address and month/year that members commenced living overseas.	
single parents	Proof of where children are living (your home / ex partners home / parents' home). Evidence of who is providing care for children (ex-partner / parents / ex-partners parents)	
Certificate of Service or Discharge	for your service in any Defence Force - if applicable	
criminal / traffic offences	Full details of all criminal or traffic offences and convictions Parental consent for AFP to conduct Criminal History Check (Under 18s)	
Tax File Number (TFN)	You are required to bring your TFN with you for pay purposes. If you do not have a TFN, you need to apply for one as soon as possible.	
pay and banking details	Bank account number, branch name and BSB number (check these details with your bank before you leave). This is absolutely vital. You will be paid by an electronic transfer of funds to your nominated bank account. Therefore you will need to have your bank account details and your TFN information on your person when you arrive at 1RTU.	
superannuation details	details of any current fund – if applicable	
vaccination records	Shortly after arrival at Recruit School and during the period of the GSDR Course, Recruits will be tested for Tuberculosis and will be vaccinated against a number of other infectious diseases. Please bring with you any vaccination certificates or verifiable proof (such as a doctor's certificate) indicating the type of vaccines that you have received and the date that you were vaccinated.	
medical and dental documentation	<ul style="list-style-type: none"> <li>• Confirmation of food allergies</li> <li>• International Health Certificate (if applicable)</li> <li>• Service Medical and Dental files (if applicable)</li> <li>• Documentation relating to illnesses/injuries since undertaking entry medical assessment</li> <li>• For females: records of pap smears and other gynaecological tests/procedures</li> </ul>	
Medicare Card	Has to be own number, and not from parents card. If still on parents card, supply a copy or photograph of parents card to facilitate application for own card/number.	
medical prescriptions	Any prescriptions for medications and the medications you are currently taking, will need to be brought with you and will be reviewed by a medical officer or Field Nurse (during segregation). These include the following: <ul style="list-style-type: none"> <li>a. the contraceptive pill</li> <li>b. asthma medication</li> <li>c. antihistamines (for hay fever)</li> <li>d. any other prescribed maintenance medication.</li> </ul>	
ATM / credit cards	RAAF Wagga is predominantly cashless and Recruits will not always have access to their phone to 'paywave'	
current Will	Original or Certified True Copy - if held	

all passports	All passports ever issued or held (current or cancelled), whether issued in Australia or another country. Details of all passports issued but not in your possession should also be provided.	
passport photographs	You will require two (2) photos to enable you to complete an online passport renewal/application at 1RTU.	

**Photograph Requirements**

Males are to be clean shaven and have a short hairstyle. Females are to have their hair tied back and both sexes are to have their hair as close to their natural colour as possible when the photos are taken. Further clarification on passport photograph and guarantor requirements can be found at [www.passports.gov.au](http://www.passports.gov.au).  
Photographs are to be in accordance with the below passport application requirements:



**Note on Official Passports:**

Members of the Australian Defence Force (ADF) are provided with an Official Passport (OP)(denoted by a green cover) for duty travel overseas. OP's can be held concurrently with any Australian passport (blue cover), as they are only used for official travel purposes. Your application for an OP will be finalised during ITP, you are not required to submit an application for your OP until after you arrive at 1RTU. Defence will sponsor you OP and pay all associated costs; however, you must ensure you bring two passport photographs with you that meet the standards outlined on the passports website and are less than four months old.

<b>Supporting documentation for Interdependent Partnership if not yet recognised</b>	
Evidence that you have enrolled your partner in a health insurance scheme, or arranged to pay the Medicare levy because of his or her changed domestic status.	
Evidence of a will or life insurance policy, which nominates your partner as principal beneficiary, or co-beneficiary with children.	
You have named your partner as a person to be notified for service purposes.	
Statutory declarations from next of kin or close relatives stating that they have regarded you and your partner as interdependent partners for a minimum period of 90 days, and giving any other information that they may consider appropriate	
If your partner has no interdependent income, evidence of regular financial support by you for a minimum period of 90 days	
If your partner was, before beginning to live with you, in receipt of Commonwealth pension or benefit, evidence that your partner has notified the relevant agency	
Evidence that you as a couple regularly operate a joint bank account	
Documents to show that you and your partner have purchased or are purchasing as joint owners, valuable property.	
Evidence of either one household bill in joint names, or two separate household bills, one in each partner's name.	
Evidence that you or your partner has given the other partner access to their personal bank account(s) for bill paying purposes or power of attorney during any separation	
One partner has changed his or her name by Deed Poll, or informally calls himself or herself by the name of the other partner (as shown by any documents that refer to him or her as Mr or Mrs "X").	
A copy of a birth certificate of any children of the union	
Evidence of any financial arrangements for sums in excess of \$1000, which you and your partner may have agreed between you (e.g. personal loan, payment of one or other's debts, guarantor of loan)	