

# NDIS Worker Check – Trusted Referee Report

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## What is this report used for?

A trusted referee report is used as a form of identity for a NDIS Worker Check application. The referee (person providing the report) must know the applicant and use this form to confirm the applicant's identity. The referee also provides details about how they know the applicant.

## Who can be a trusted referee?

A trusted referee can be:

- Chief Executive Officer, Secretary or Chairperson of an Incorporated Aboriginal and Torres Strait Islander peoples' organisation (including land, community or housing councils)
- People who work at a Community Development Program (Commonwealth funded remote employment and community services)
- Person who is recognised by members of the community to be a community elder
- School principal
- School counsellor
- Minister of religion
- Health professional (such as your GP) and Aboriginal Medical Services managers
- Member of the police force

The referee must not be a close relative (such as a brother, sister, aunt, uncle or parent) or a partner or spouse.

## How do I complete this form?

There are two (2) sections to complete:

- Section 1 – the applicant provides their personal details and must sign the form in the presence of the referee.
- Section 2 – the referee provides their details, confirms the applicant's identity and signs the form.

We recommend that the applicant and referee **first type their responses** in the text boxes below. The form can then be **printed, signed, and scanned** as a **PDF document** (preferred) for return by email.

## What are other names?

At Section 1, the applicant must include any other names or aliases by which they currently or previously have been known. For example, their name at birth (which is different to their name now), they use an abbreviated or more common name (John and Johnathan), their maiden name (before marriage), a previous married name (they have re-married), an Aboriginal or tribal name or any other names by which they have been known.

## SECTION 1 – NDIS Worker Check applicant details

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First name:

Middle name:

Last name:

Other names:

### Birth details:

Date of birth:

Suburb / town:

State / territory:

Country:

### Current residential address:

Street address:

Suburb / town:

State / territory:

Postcode:

**Applicant must sign in the presence of the referee**

Applicant Signature: .....

Date:

## SECTION 2 – Referee's details

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First name:

Last name:

Title / position:

Organisation name:

ABN (if applicable):

Address (work):

Phone number (work):

Email address (work):

### Relationship with the applicant:

I know the applicant:

Professionally

Personally

How I know the applicant:

I have known them since:

### I confirm the applicant's identity information by:

Personal knowledge

Organisation records

Council records

School records

Church records

Medical records

Other (please provide details below):

As the referee, I hereby attest to the accuracy and completeness of the information I am submitting. I agree to be contacted by the NDIS Worker Check Screening Agency to discuss and confirm any of the details in this report.

Referee Signature: .....

Date: