



## Work entitlement checklist

Is the person an Australian citizen?

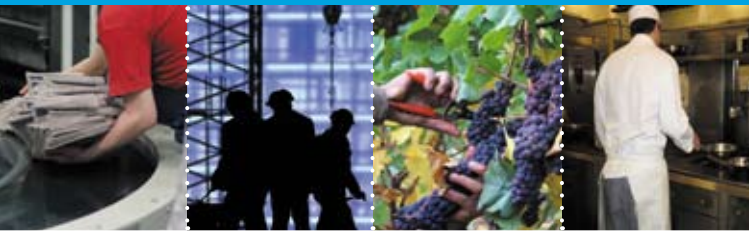
- Yes. Go to 'Checking Australian citizens'.
- No. Go to 'Checking visa holders' (back page).

### Checking Australian citizens

Confirm citizenship by sighting one of the following:

- Australian passport
- Australian citizenship certificate or certificate of evidence of citizenship AND another form of photo identification such as a driver's licence
- Full Australian birth certificate issued before 20 August 1986 AND another form of photo identification such as a driver's licence.

Birth certificates issued after 20 August 1986 cannot be used to confirm Australian citizenship. If the person does not have an Australian passport, citizenship certificate or certificate of evidence of citizenship, please check their work entitlement by using the Visa Entitlement Verification Faxback service as outlined on the back page.



## 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 this person is entitled to work?

- No. You may not be able to employ this person. Refer them to the nearest DIAC office for discussion about their visa conditions or status. To find the nearest office visit [www.immi.gov.au/contacts](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. They can only work for you within these limitations. If you are unsure about what the limitations mean or how they work phone the Employers' Immigration Hotline on 1800 040 070.

To use VEVO go to [www.immi.gov.au/vevo](http://www.immi.gov.au/vevo).

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