

## Manual ID Check Process in Rail Safety Worker

An important step in the [Rail Safety Worker \(RSW\)](#) solution is the requirement for an ID check as workers are registered.

This extra measure increases security and reduces the chances of fraud.

Pegasus offers an online ID verification process as new workers are registered for RSW cards. However, we do acknowledge that for some applicants, you may not be able to provide enough required Australian-issued documentation to proceed online.

Please find below some information about acquiring a manual ID check for an RSW card with Pegasus.

### Cannot provide the required ID online?

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

<p><b>Primary Identification Documents: 70 points</b> (must have one; only one allowed; foreign docs need translation)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate or Birth Card</li> <li><input type="checkbox"/> Passport (expired up to 2 years but not cancelled)</li> <li><input type="checkbox"/> Australian Citizenship Certificate</li> <li><input type="checkbox"/> Australian Driver's Licence or Learner's Permit (including photo)</li> <li><input type="checkbox"/> Australian Govt Issued Proof of Age / NSW Photo Card</li> </ul>	<p><b>Secondary Identification Documents: 40 points</b> (only one allowed)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Australian Boat Operator Licence</li> <li><input type="checkbox"/> Australian Firearms Licence</li> <li><input type="checkbox"/> Private Security Licence</li> <li><input type="checkbox"/> Government Employee ID Card</li> <li><input type="checkbox"/> Government Entitlement ID Card</li> </ul>
<p><b>Additional Secondary Documents: 25 points</b> (a max number of 2 can be presented)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Australian Workcover Licence</li> <li><input type="checkbox"/> Council Rates Notice</li> <li><input type="checkbox"/> Utilities Notice</li> <li><input type="checkbox"/> Medicare Card</li> <li><input type="checkbox"/> Insurance Policy Documents</li> <li><input type="checkbox"/> Property Lease Agreement</li> <li><input type="checkbox"/> Rental Contract or Receipt</li> <li><input type="checkbox"/> Foreign Driver's Licence</li> <li><input type="checkbox"/> Motoring Club Membership (eg NRMA, RACV)</li> <li><input type="checkbox"/> Trade Association Membership Records</li> <li><input type="checkbox"/> Registered Club Membership Card</li> <li><input type="checkbox"/> Letter from an Educational Institution</li> </ul>	<p><b>Secondary Identification Documents: 35 points</b> (only one allowed)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tertiary Student ID Card with Photo</li> <li><input type="checkbox"/> Mortgage Documents</li> </ul> <p><b>Change of Name</b></p> <p>If you have changed your name from that on your identification document, you will also need to provide one of the following Change of Name documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Change of Name by Deed Poll</li> <li><input type="checkbox"/> Marriage Certificate (Australian)</li> <li><input type="checkbox"/> Marriage Certificate (Foreign, with translation)</li> <li><input type="checkbox"/> Change of Name Document (ie Change of Name certificate)</li> </ul>
<p><b>Secondary Financial: 25 points</b> (only one allowed)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Credit / Debit Card</li> <li><input type="checkbox"/> Financial Institution Statement</li> </ul>	

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

**Step 3** > Email each authorised item to [rsw@pegasus.net.au](mailto:rsw@pegasus.net.au) along with the worker's name, date of birth, and the name of your business.

The Pegasus RSW 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 RSW team on **1300 309 566** during business hours, or email [rsw@pegasus.net.au](mailto:rsw@pegasus.net.au).