



Guideline: Identification for Credentialing Applications

Overview

- New applications for credentialing and scope of clinical practice (SoCP) must include at least one form of the applicant's photo identification (ID).
- ID for credentialing purposes **does not** override the more stringent ID requirements for the recruitment process as detailed in HR Policy B1: *Recruitment and Selection*.¹
- ID is **not** required for renewal, additional or change of credentialing and SoCP applications.

Key requirements

- Acceptable photo ID for inclusion in an application is either a Passport or an Australian Drivers Licence.
- The ID must be current.
- The copy provided must be clear and legible.
- It is not necessary for the ID to be certified.
- ID provided as part of the recruitment process can be used for credentialing purposes.

¹ https://www.health.qld.gov.au/_data/assets/pdf_file/0034/635893/qh-pol-212.pdf