**Skills First Program**

**Eligibility for Government Funded Training**

**Types of evidence of citizenship/ residency and age**

Any of the following documents may be used as proof of citizenship/ residency; only a certified copy of the original will be accepted:

* Australian Birth Certificate (not Birth Extract);
* current Australian Passport;
* current New Zealand Passport;
* Australian Citizenship Certificate;
* Australian Certificate of Registration by Descent
* current green Medicare Card;
* formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student’s foreign passport or ImmiCard
* A proxy declaration for individuals in exceptional circumstances as per Clauses 2.12 – 2.16 of the Guidelines About Eligibility – contact training provider for details
* a ‘Referral to Government Subsidised Training - Asylum Seekers’ form from the Asylum Seeker Resource Centre or the Australian Red Cross

Plus any of the following, if the document produced from the list above does not include a date of birth:

* current drivers licence;
* current learner permit;
* Proof of Age card;
* ‘Keypass’ card.

**How to have a document certified**

To have a document certified, you will have to take the original and a photocopy to an authorised person. The authorised person will review your document and will write on every page of the copy document “Certified to be a true copy of the original seen by me’, sign and date the copy and provide their designation, for example “Pharmacist”.

**For a list of persons who can certify copies of original documents and for further information, go to:** <https://www.justice.vic.gov.au/certifiedcopies>