



## Do your employees have a valid visa to work in Australia?

It's a criminal offence to hire illegal workers or refer them for jobs.

Checking visa work entitlements and Australian citizenship is easy.

- See proof of Australian citizenship, or
- Use the Internet – the Visa Entitlement Verification Online service can check work entitlements in seconds, or
- Use a fax – the Visa Entitlement Verification Faxback service can check work entitlements in a day.

[www.immi.gov.au/vevo](http://www.immi.gov.au/vevo)

Employers' Immigration Hotline: 1800 040 070

General information: [www.immi.gov.au/employers](http://www.immi.gov.au/employers).

## Checking a prospective employee's entitlement to work in Australia

People found working without a valid visa can be removed from the workplace without notice to their employers.

To avoid the disruption and loss of investment caused by the sudden removal of an employee, employers should check the work entitlements of new employees.

### Who can work in Australia?

- Australian citizens
- Australian permanent residents
- New Zealand citizens who entered Australia on a current New Zealand passport and were granted a visa with work entitlements on arrival
- non-Australian citizens holding a valid visa with work entitlements.

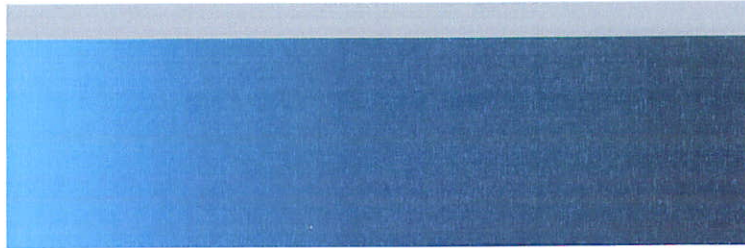
### Evidence of entitlement to work

Not all visas allow people to work in Australia. Employers need to take reasonable steps to check job applicants' entitlement to work before employing them.

### Each of the following is proof of a person's entitlement to work:

- an Australian passport
- an Australian citizenship certificate
- a certificate of evidence of Australian citizenship
- a valid visa with permission to work (checked through VEVO or Faxback)
- a full Australian birth certificate for a person born before 20 August 1986
- a full Australian birth certificate for a person born on or after 20 August 1986, showing that at least one parent was born in Australia.





If a job applicant cannot provide evidence of their entitlement to work in Australia they should be referred to the nearest DIAC office to obtain the necessary evidence.

#### **The following is not proof of a person's entitlement to work:**

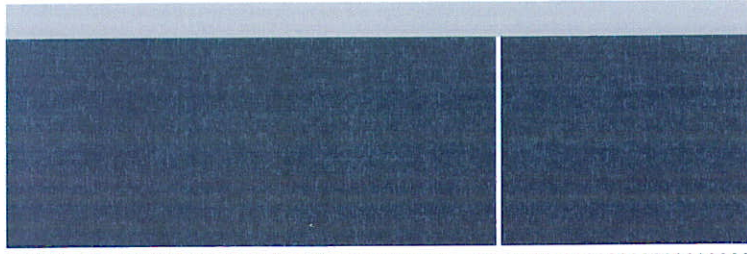
- a tax file number
- a drivers licence
- a Medicare card
- Job Services Australia Job Seeker ID number
- a bank account
- referrals from other employment agencies or labour suppliers
- references from previous employers.

#### **How do I check if a job applicant has a valid visa to work?**

The Visa Entitlement Verification Online (VEVO) service is the safest, easiest and quickest way to check the work entitlements of all new workers from overseas.

If it is impractical for you to check every new worker, at a minimum you should check if:

- your business operates in an industry where DIAC locates a large number of illegal workers such as the hospitality, agriculture, manufacturing, construction, transport, retail or sex industries
- you have already been given a warning notice for employing or referring illegal workers
- you have information which suggests there is a possibility the people in question could be illegal workers.



If you have information to suggest that the applicants might not be Australian citizens, then it is possible that they are illegal workers.

This could include situations where applicants:

- mention they are only visiting Australia
- present a foreign passport
- provide overseas qualifications
- refuse to provide any documentary evidence to support a claim of Australian citizenship.

If applicants refuse to cooperate with the work entitlements check, you should explain that you will be unable to employ them until their entitlement to work can be verified.

### What is VEVO?

VEVO is a free, Internet-based system that allows you to check the work entitlements of a visa holder online.

The service gives you current visa information and is available 24 hours a day, seven days a week.

### How do I use VEVO?

To use VEVO you must register online at <http://www.immi.gov.au/managing-australias-borders/compliance/info-employers/evo-orgs.htm>.

When you register for VEVO you will receive a user ID and password by email within a day. You can change or update your contact details online at any time.

## Work entitlement checklist

Is the person an Australian citizen?

- Yes. Go to 'Checking Australian citizens'.
- No. Go to 'Checking visa holders'.

### Checking Australian citizens

Confirm an Australian citizen's entitlement to work by sighting one of the following:

- Australian passport
- Australian citizenship certificate or certificate of evidence of Australian citizenship and another form of photo identification such as a drivers licence
- Full Australian birth certificate for a person born before 20 August 1986 and another form of photo identification such as a drivers licence
- Full Australian birth certificate for a person born on or after 20 August 1986, showing that at least one parent was born in Australia and another form of photo identification such as a drivers licence.

If job applicants cannot provide evidence of their entitlement to work in Australia they should be referred to the nearest office of the Department of Immigration and Citizenship (DIAC) to obtain the necessary evidence.





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## 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 that this person is entitled to work?

- No. You may not be able to employ this person. Refer the applicant to the nearest DIAC office for discussion about their visa conditions or status. To find the nearest office visit <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 and can only work for you within these limitations. If you are unsure about what the limitations mean, phone the Employers Immigration Hotline on 1800 040 070.

To use VEVO go to <http://www.immi.gov.au/managing-australias-borders/compliance/info-employers/evo-orgs.htm>.

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