

Documents

Bring the following ORIGINAL documents with you to Recruit School to enable you to get a security clearance:

- FULL BIRTH CERTIFICATE (Extracts will not be accepted)
Birth certificates in any language other than English require a full official translation.
- ALL PASSPORTS
All passports ever issued or held, whether current or cancelled, whether issued by Australia or any other country. If providing certified copies, the photo ID page and used pages need to be copied. Blank pages need to be recorded and certified as per certified true copy instructions. Details of all passports issued but not in your possession should also be provided.
- EVIDENCE OF EMPLOYMENT
Last 10 years (Pay Slips, Group Certificate or Reference with Official Letterhead).
- EDUCATIONAL CERTIFICATES AND/OR TRANSCRIPTS
Final Year Certificate or most recent academic qualification will suffice
- MARRIAGE CERTIFICATE (S) for all marriages. (if applicable)
- DIVORCE DOCUMENTS FOR ALL DIVORCES (Decree Nisi or Decree Absolute).
- CHANGE OF NAME CERTIFICATE (if applicable)
- CERTIFICATES OF SERVICE OR DISCHARGE
pertaining to service in the Defence Forces of any country.
- NATURALISATION CERTIFICATE
for all nationalities held. Additional Information about Australian Citizenship
- PROOF OF RECEIPT OF UNEMPLOYMENT BENEFITS
- LETTERS OF REFERENCE
Provide copies of any written references provided by previous employers, personal referees, school teachers, and coaches.
- DRIVERS LICENCE
- 4 X CURRENT PASSPORT STYLE PHOTOGRAPHS
For high level security clearance categories only (If you are unsure of the level of security clearance needed for the category that you have selected, consult your careers advisor)
Taken in the last three months, endorsed in legible writing, specifying that the person has known you for at least 12 months – NOT a family member. (Two photographs are required for your Official Passport application)

Personal Information Required

Recruits will require the following personal information in order to complete the security pack;

Parents

- Parent's full name, birth date and place of birth (should be on full birth certificate)
- Parent's current address and dates of residence
- Parent's nationality and date of arrival in Australia (if applicable)

Step Parents

As per natural parents

Partner/ Spouse/ De Facto or Fiance

Partner/ Spouse/ De Facto/ Fiancee's full name, date and place of birth, nationality and date of arrival in Australia if applicable, last ten years of addresses including dates of residence

Naturalisation

Date and place of naturalisation of subject and partner if applicable

Employment/ Study

Details of last ten years of employment (school, university, unemployment, or travelling) including employers name, address, type of work done and dates of employment (eg. 4/96 – 8/96, Fred's Fried Chicken, cook, 25 Yummy Street, Tinseltown, NSW). Complete the work sheet providing one referee and two previous supervisors contact details.
(Checklist Document - Attachment A)

Addresses

Details of last ten years of addresses including dates of residence.
(Checklist Document - Attachment B)

Clubs/ association

Details of any clubs or associations recruit has ever been a member of, including Name of club, office held, dates of membership and reason for leaving if applicable

Overseas Travel

Details of travel are to reflect the passport, including stopovers. (Passports are not always a complete reflection of all travel undertaken).

Parents passport to be provided if subject's travel documented on same.

Other important information you need to bring:

Pay and Banking

Bank Account Number, Branch Name and BSB number (check these details with your bank before you leave) This is absolutely vital.

Tax File Number (to ensure you can be paid).

Passport Requirements

The Navy requires you to hold an Australian Government passport (green cover). Please provide the following information and documents to enable this to be processed with the minimum delay.

Completed passport application with two endorsed photographs in accordance with passport application instructions (males are to be clean-shaven and have a short hairstyle when the photos are taken).

Note: Leave current address details blank, this will be completed at Recruit School.

It is important that your photos are endorsed by your identifier prior to arriving at Recruit School. Recruit School staff are unable to endorse / sign photos / associated paperwork for passports.

Vaccination Records

Shortly after arrival at Recruit School and during the period of the Recruit Course, Recruits will be tested for Tuberculosis and will be vaccinated against the following diseases:

- Typhoid Fever
- Hepatitis A and B
- Tetanus
- Measles, Mumps, Rubella (MMR)
- Poliomyelitis
- Chicken Pox (Varicella Zoster)
- Meningococcal Meningitis C

To avoid possible complications from repeating the full dose of some vaccines, please bring with you to Recruit School, vaccination certificates or verifiable proof, such as a doctors certificate, indicating the type of vaccines that you have received and the date that you were vaccinated.

Defacto Relationships

Recruits in a De Facto relationship who wish to have the relationship recognised by the Navy are to complete the relevant documentation available from your Recruiting Office.

Education Qualifications

The Navy will consider recognising educational qualifications, trade apprenticeships and indentures you have gained prior to entry, therefore you should bring all relevant original certificates with you. If you are in doubt, bring your certificates anyway.

Why you need to bring all these documents and information with you

While at Recruit School you will be required to provide accurate information to gain a security clearance. Unless you provide all the information required you will not gain a security clearance. Without a security clearance you will not be able to start category training until your security clearance is granted. A delay in starting your category training will affect your rate of pay and promotion.

You will be paid by an electronic transfer of funds to your nominated bank account. Therefore you will need to have your bank account details, and your Tax File Number information on your person when you arrive at Recruit School.

Bring at least two additional sets of certified copies of the documents listed above and any that you have already supplied to recruiting in addition to the originals.

Additional Information about Australian Citizenship

Recruits who have applied for Australian Citizenship but have not been naturalised are to bring the Department of Immigration letter advising them of their acceptance for naturalisation. If you have not received your letter before entry you are to request the Department of Immigration to forward the letter to:

RAN Recruit School
HMAS CERBERUS VIC 3920

Clothing and Personal Items

Medication
All medication prescribed or personal is to be declared on arrival at Recruit School. Any medication that you are taking on arrival in Recruit School (including contraceptive medication) should be brought to the attention of the medical personnel conducting the lifestyles brief or when requested by medical staff at the CERBERUS Health Centre
General

- Lockable suitcase or soft bag to store your civilian clothes
- Plastic sealable container (lunchbox size) to store foodstuff
- Small radio and/or compact disc player
- Up to four personal photographs

You may bring the following items of equipment with you or purchase them at the Recruit School Canteen

- Ironing Board
- Steam iron
- Laundry Detergent and stain removing soap
- Black 'Parade Gloss' shoe polish
- Polishing cloths
- Stationary items (to write home)

Expect to use toiletries daily or twice daily or more often if required. Personal hygiene is extremely important for your own well being and that of others with whom you have to live and work. Ensure that you bring with you or purchase on arrival the following items:

- Personal soap
- Hair shampoo
- Nail scissors/clippers and brush
- Hair comb
- Tooth brush and tooth paste
- Deodorant

In addition to the above, you should bring the following items:

Male Recruits	
<input type="checkbox"/>	Swimming trunks - speedo style
<input type="checkbox"/>	Nightwear - minimum boxer shorts and Tshirt
<input type="checkbox"/>	Thongs to wear in the shower
<input type="checkbox"/>	Toiletries (as above)
Female Recruits	
<input type="checkbox"/>	1 piece bathing suit
<input type="checkbox"/>	Sport bra/s
<input type="checkbox"/>	Nightwear - minimum boxer shorts and Tshirt
<input type="checkbox"/>	Thongs to wear in the shower
<input type="checkbox"/>	Toiletries (as above)
<input type="checkbox"/>	Hair-combs / bobby pins / hairnets (long hair is required to be put up in a bun)

DO NOT under any circumstances bring the following items:

- Large stereo equipment
- Skateboards
- Electrical extension cables
- Laptop computers
- Portable radio equipment (CB or 2 way radio equipment)
- Offensive or inappropriate material (magazines / videos / DVDs)

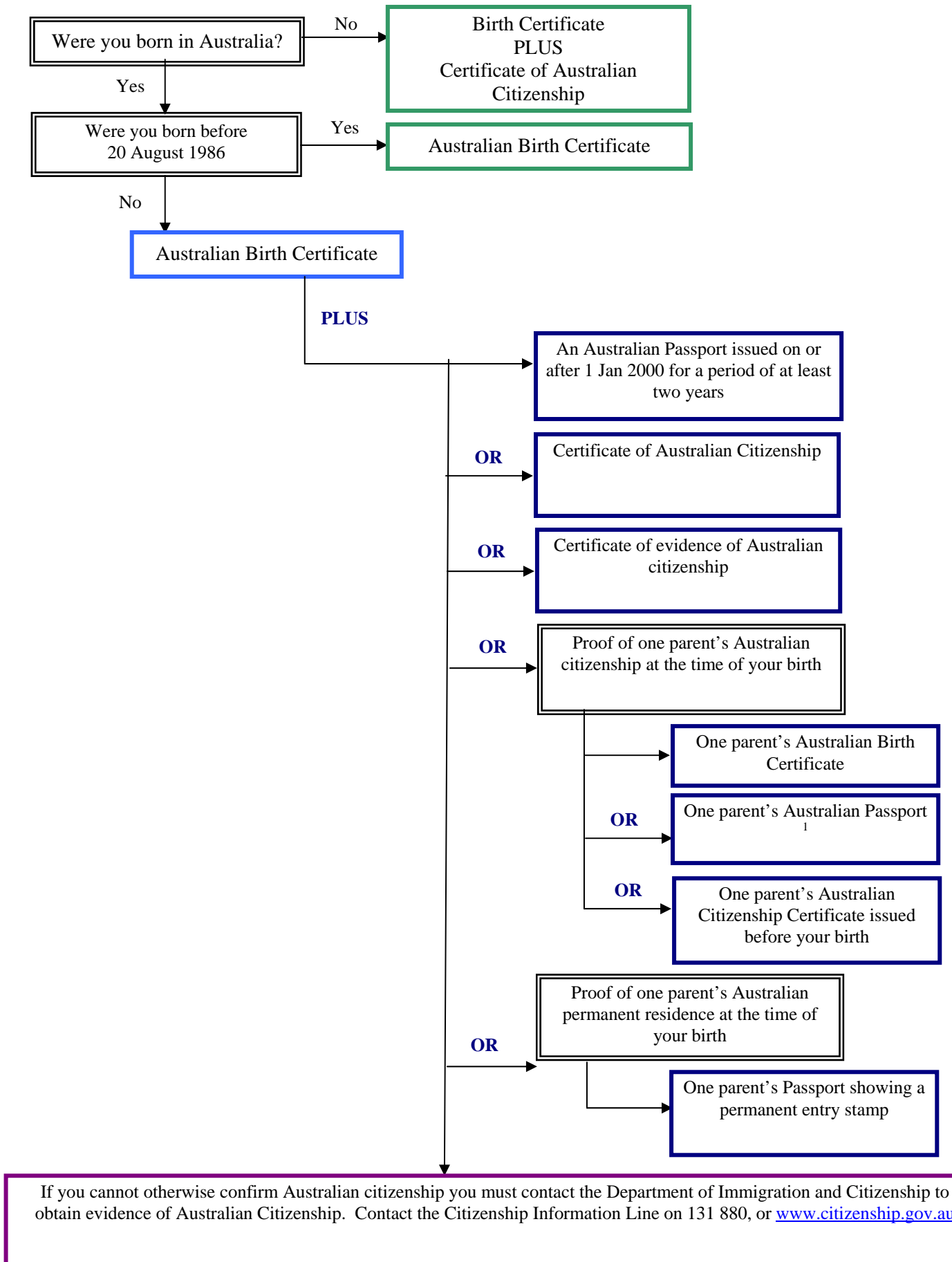
ADDRESS WORKSHEET

**SUBJECT
PARTNER/SPOUSE**

Current Residential Address Dates	<i>HMAS CERBERUS WESTERNPORT VIC 3920</i> To Present	To Present
Permanent address Dates	To	To
Previous addresses Past ten years Dates	To	To
Provide addresses for past 10 years including dates of residence eg since Feb 92	To	To
	To	To
	To	To
	To	To

ATTACHMENT C

What documents do you have to provide as evidence of Australian citizenship?



1. An Australian Passport that that was issued to your parent, for a period of at least two years, on or after 20 August 1986 and prior to your birth.