

Video: How to complete the proof of identity – address history module in your MyVIT account

You'll see this module on your screen if you are due to complete a Nationally coordinated criminal history check.

All teachers are required to undertake this check every five years.

To complete this section, click the blue 'update' button.
You'll see this screen with instructions.

As in this example, you might see an address already listed. Even if this is the correct address where you are currently living, more information is needed.

You need to complete your address history for the last five years, including start dates and end dates.

If this has been your only address for the past five years, you'll need to add the start date. If it is your current address, you won't need to complete the end date.

If you have lived at other addresses in the past five years, you'll need to add those addresses with start dates and end dates as well.

For the purpose of this example, we'll show you how to complete this process.

Let's start with the current address. Click the drop down arrow to the right and select 'edit'.

To indicate this is your current address, select 'current'.

Then click 'next'.

You now have the option to update any of these address details if you need to.

Here you need to enter the start date – that is, the date when you first lived at this address – in the section marked 'from'.

Choose the date and click 'next'.

We can now see the start date has been added to the address.

We now need to add the previous addresses.

Click 'add address'.

Because it is not where you are currently living, choose 'previous' and click 'next'.

You need to enter the address in the box marked 'find address'. You'll notice that when you start to enter details, a series of possible addresses automatically appears. You can simply choose the correct address.

If the address you want does not appear automatically, click the box marked 'can't find your address' and enter your address details manually.

You now need to enter the 'from' date, when you commenced living at this address, and the 'to' date, which was your last day at this address. Remember – the last day at your previous address must be the same as the first day of your next address. This is important. There must be no gaps between any of your dates.

Choose the 'from' date.

For this example, we're going to assume this is your only other address in the last five years. So the 'from' date will be five years ago. Even if you lived there more than five years ago, the national police checking service only requires the past 5 years of address history to process your NCCCHC. So as long as the date is equal to or more than 5 years from today's date, that will cover it. So let's choose five years ago.

Now enter the 'to' date. Again, this must be exactly the same date as the first day of your next address.

Then click 'next'.

Now we can see a full five years of address history listed here, including the two addresses you have lived in during the five years, with no gap between the end date of your previous address, and the start date of your current address.

We don't have an end date for 628 Bourke St because it is the current address.

Click 'continue'.

Now on the annual registration tasks page, the proof of identity address history module has changed from blue 'update' to green 'review'. This means you don't need to do anything further with this module unless you want to review and/or change the information it contains. You are ready to proceed with your other tasks.