



Australian Government

Department of Immigration and Citizenship

Why you should check the work entitlements of new employees

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

There are serious consequences for employing illegal workers

It is a criminal offence to knowingly or recklessly allow an illegal worker to work, or to refer an illegal worker for work.

Individuals and companies convicted of these offences face fines and/or imprisonment.

The safest way to avoid committing the offences is to check that all prospective workers have a valid visa with permission to work in Australia.

Checking is easy

To check that a person has a valid visa to work in Australia visit www.immi.gov.au/vevo or use the Visa Entitlement Verification Faxback service on 1800 505 550.

For more information visit www.immi.gov.au or call 1800 040 070.

Quick reference guide to checking work entitlements



Quick reference guide

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

You should check if a person has permission to work in Australia before you employ them. However, if you do not have immediate access to the Internet or a fax machine to check a visa holder's work entitlements, you have 48 hours in which to initiate the checks.

Visa holders

Not all visas allow the holder to work in Australia. Check that the visa holder has a valid work visa.



Ask to see their passport.



Confirm identity

Confirm that the person standing before you matches the photograph in the passport they provide.



If you have Internet access

Check that the person has a valid visa to work in Australia through the Visa Entitlement Verification Online (VEVO) service www.immi.gov.au/vevo.

Results are returned almost immediately.



If you don't have Internet access

Check that the person has a valid visa to work in Australia through the Visa Entitlement Verification Faxback service

Fax: 1800 505 550

or

Sight the visa label in the passport and call the Employer's Immigration Hotline for general information on visa conditions

Phone: 1800 040 070

Note: not all visa holders are issued with visa labels, so it is preferable to use VEVO or the Faxback service.



Australian citizens

All Australian citizens have unlimited permission to work in Australia.



Confirm citizenship by sighting:

Australian passport

or

Australian citizenship certificate

or

Certificate of Evidence of Citizenship

or

Full Australian birth certificate
(Issued before 20 August 1986)

Birth certificates issued after 20 August 1986 cannot be used to confirm Australian citizenship. If the person does not have an Australian passport, citizenship certificate or certificate of evidence of citizenship, please check their work entitlement by using the Visa Entitlement Verification Faxback service on 1800 505 550.



Confirm identity

Confirm that the person standing before you matches the photograph in the passport or driver's licence they provide.