



**DOCUMENT VERIFICATION SERVICE (DVS) OVERRIDE FUNCTION  
TERMS AND CONDITIONS**

I understand and acknowledge:

(please tick)

- the use of the DVS override function is only for the purpose of assigning student identifiers to individuals that do not have, and cannot access, accepted verifiable identification required for the DVS process.
- my organisation will ensure all reasonable attempts are made to obtain at least one form of accepted verifiable identification required for the DVS process before resorting to the DVS override function.
- my organisation will use the DVS override function appropriately and only for the purpose/s specified by the Student Identifiers Registrar
- my organisation will ensure all attempts are made to locate any existing student identifiers for individuals prior to utilising the DVS override function
- my organisation will only accept alternative evidence of identification that is approved by the Student Identifiers Registrar
- my organisation will have authorisation from the individual prior to assigning a student identifier and provide the individual with the correct USI upon creation
- my organisation will provide the Office of the Student Identifiers Registrar with copies of completed evidence of identity documents used when assisting incarcerated individuals and/or Aboriginal and/or Torres Strait Islander peoples (if applicable)
- my organisation will transcribe all personal information exactly as it appears on the identification provided or as provided by the individual
- my organisation has read and understood and will issue the individual with a copy of the attached Privacy notice
- I understand and acknowledge that the Student Identifiers Registrar will monitor my organisations usage of the DVS override function and may, by written notice, revoke access if it has been determined that my organisation has used this function inappropriately.

I declare that I am approved by \_\_\_\_\_ *organisation name*  
to agree and bind the organisation to the above terms and conditions.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ *Print and sign here*