

VEVO Check Checklist

Everything you need before starting a Visa Entitlement Verification Online check

Use this checklist to make sure you have everything ready before you start your VEVO check. Having these details on hand the first time avoids the most common reason checks fail: incomplete or incorrect information.

Before You Start

- ☐ **Visa Grant Number:** found on the letter issued by the Department of Home Affairs when your visa was granted
- ☐ **OR your Passport Number and Country of Issue:** use this if you don't have a Visa Grant Number
- ☐ **Transaction Reference Number (TRN):** provided once you've lodged a visa application (if applicable)
- ☐ **Date of birth:** as it appears on your passport or visa documentation

Good to Know Before You Begin

- ☐ VEVO checks are completely **free** through the Department of Home Affairs
- ☐ Double-check every field before submitting. Incorrect details are the #1 cause of failed checks
- ☐ Results show visa type, status, conditions, expiry date, and work rights
- ☐ You can access VEVO via browser or the official VEVO app (Android & iOS)

For Employers

- ☐ Confirm you have the employee's **written consent** to run a visa check
- ☐ Keep a record of the check for compliance purposes
- ☐ Remember: a VEVO check alone isn't a full right to work check. You may also need to review citizenship or residency documents

Prefer we handle it for you?

Rapid Screening offers Right to Work and VEVO Checks as part of our pre-employment screening services, ideal if you're checking multiple employees at once. Visit rapidscreening.com.au/right-to-work-vevo-check/ to get started.

This checklist is provided for general guidance only and does not constitute legal or immigration advice. Always confirm current requirements directly with the Department of Home Affairs.