

Verification procedure

Please provide a certified copy of a primary ID document from Part I. If you do not have a document from Part I, please provide the documents listed in Part II or Part III.

PART I – Acceptable primary photographic ID documents

Select **ONE** valid option from this section only

- Current Australian State/Territory driver's licence containing a photograph of the person (front and back).
- Australian passport (a passport that has expired within the preceding 2 years is acceptable).
- Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person (front and back).
- Current foreign passport or similar travel document containing a photograph and the signature of the person.*

OR

PART II – Acceptable secondary ID documents - should only be completed if the individual does not own a document from Part I.

Select **ONE** valid option from this section

- Australian birth certificate.
- Australian citizenship certificate.
- Pension card issued by Department of Human Services (previously known as Centrelink) (front and back).

AND ONE valid option from this section

- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address.
- A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. Block out the TFN before scanning, copying or storing this document.
- A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address).
- If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school.

OR

PART III – Acceptable foreign photographic ID documents - should only be completed if the individual does not own a document from Part I.

Select **ONE** valid option from this section only

- Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth (front and back).*
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued (front and back).*

*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

How to certify your documents

To create a certified copy of your document(s), one of the persons listed on the following page must write the following on each page of the document(s). For multiple page documents, certification on the first page must state how many pages it is to cover; each page is also required to be signed off by the certifier.

- Certified true copy of the original
- Signature of approved certifier
- Printed name of certifier
- Qualification of approved certifier, e.g. Dentist, Justice of the Peace, etc.
- Date

Documents must have been certified within 12 months of us receiving it.

How to certify your documents (continued)

The following persons can certify your document(s):

- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees
- Architect
- Chiropractor
- Dentist
- Financial adviser or financial planner
- Legal practitioner
- Justice of the Peace
- Medical practitioner
- Midwife
- Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
- Nurse
- Occupational therapist
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Police officer
- Sheriff, including a Sheriff's officer
- Psychologist
- Trade marks attorney
- Veterinary surgeon

Other persons:

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- Accountant who is either:
 - (a) a fellow of the National Tax Accountants' Association; or
 - (b) a member of the following:
 - i. Chartered Accountants Australia and New Zealand
 - ii. The Association of Taxation and Management Accountants;
 - iii. CPA Australia; or
 - iv. The Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- APS employee engaged on an ongoing basis with 2 or more years of continuous service who is not specified in another item in this list.
- Australian Consular Officer or Australia Diplomatic Officer (within the meaning of the Consular Fee Act 1955)
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade and Investment Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - (c) exercising the employee's function at that place
- Employee of the Commonwealth who is:
 - (a) at a place outside Australia; and
 - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - (c) exercising the employee's function at that place
- Engineer who is a:
 - (a) member of Engineers Australia, other than at grade of student; or
 - (b) Registered Professional Engineer of Professionals Australia; or
 - (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - (d) registered on the National Engineering Register by Engineers Australia
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State or a Territory legislature; or
 - (c) a local government authority
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public, including these who are authorised as a notary public in a foreign country
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;with 2 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Registrar, or Deputy Registrar, of a court
- SES employee of the Commonwealth
- Senior Executive Service employee of either:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution