

Notes on Identity Certification

Notes on Identity Certification Identity Verification for Australian Residents

Acceptable forms of identification:

- one primary photographic identification document (**Category A**) OR
- one primary non-photographic identification document PLUS one secondary identification document (**Category B**)

Category A

A certified copy of ONE of the following documents that contains your photo and full name:

- Australian driver's licence
- Australian passport (current or expired less than 2 years ago)
- Proof of age card issued under a state or territory law

Category B

A certified copy of a document from EACH of (i) and (ii) below:

(i)

- Australian birth certificate
- Australian citizenship certificate
- Pension card issued by Centrelink
- Health care card issued by Federal or State Government; AND

(ii)

- A notice that contains your name and residential address which was issued to you by EITHER the:
 - › Commonwealth or state or territory within the preceding 12 months that records the provision of financial benefits; or
 - › Australian Taxation Office within the preceding 12 months that records a debt payable by or to you; or
 - › A local government body or utilities provider within the preceding three months that records the provision of services to you

Identity Verification for Non-Australian Residents

Acceptable forms of identification from Category A or B:

Category A

A certified copy of ONE of the following documents that contains your photo and full name:

- Foreign passport or similar travel document bearing your signature and photograph
- National identity card issued by a foreign government bearing your signature and photograph

Category B

If you cannot provide one of the documents in Category A, please provide certified copies of TWO of the following documents:

- Foreign driver's licence containing your photograph;
- Citizenship certificate issued by a foreign government;
- Birth certificate issued by a foreign government



Who can certify documents?

A certifying officer – who must be currently employed in one of the professional or occupational groups listed below and contactable by telephone during normal working hours.

The certifying officer must:

1. Write on the copy: "This is a true copy of the original documents sighted by me."
2. Sign and print their name;
3. Provide an address and a contact telephone number;
4. State their profession or occupation group (as below);
5. Write on the copy the date certified; and
6. Affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a justice of the peace, the certifying officer must:

- List registration number and state/territory of registration.

Who can certify documents within Australia?

- An officer or authorised rep of an Australian financial services licensee having more than 2 years' service
- Accountant – member of a recognised professional accounting body or a registered tax agent
- Manager of a bank or credit union, other than managers of bank travel centres
- Barrister, solicitor or patent attorney
- A police officer
- Postal manager
- Principal of an Australian secondary college, high school or primary school
- A justice of the peace with a registration number
- A dentist
- A veterinary practitioner
- A pharmacist
- A registered medical practitioner within the meaning of the Medical Practice Act 1994 (Cth)
- A notary public
- A minister of religion authorised to celebrate marriages (not a civil celebrant)

Who can certify documents outside Australia?

- An authorised officer of an Australian overseas diplomatic mission
- An authorised officer of an Australian education centre
- A private representative of a university
- A university or college registrar
- A school headmaster or other recognised examining authority
- Manager of an Australian bank overseas

Important note:

1. Non-English written documents must be translated by an accredited translator (eg National Accreditation Authority of Translators); and
2. Please do not send original documents as we cannot guarantee their return. Any original documents sent to us will be returned by ordinary mail. We will not accept any responsibility for lost documents.