



Please complete this form in black or blue pen using CAPITAL LETTERS and **X** where appropriate.

We are required to collect and verify identification (ID) from you. All documents we request need to be dated, be a certified copy of original document(s) and be valid at the time you send them to us. If we aren't able to verify your identity, we may request additional identification information from you. You may return these documents to us via email or post.

## Part A Acceptable Primary Photographic ID Documents

Select **ONE** document from this section.

- A valid Australian State/Territory driver's licence containing a photograph of the person.
- Australian passport (a passport that has expired within the preceding 2 years is acceptable).
- A valid Australian card issued under a State or Territory for the purpose of providing a person's age containing a photograph of the person.

If you do not hold a document from this section, then provide documents from Part B or C.

## Part B Acceptable Secondary ID Documents

Should only be completed if you do not hold a document from Part A.

Select **ONE** document from this section **AND**

- Australian birth certificate
- Australian citizenship certificate
- Australian pension card issued by the Department of Human Services

Select **ONE** document from this section.

- A document issued by the Australian 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 individuals 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 individuals name and residential address.
- A document issued by an Australian 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 individuals 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.

## Part C Acceptable Foreign Photographic ID Documents

Should only be completed if you do not hold a document from Part A and B.

Select **ONE** document from this section (please tick).

- Foreign driver's licence that contains a photograph of the person in whose name the licence is issued and the person's date of birth\*.
- Foreign passport or similar travel document containing a photograph and the signature of the person\*.
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued\*.

\* Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator (refer to the next page for full details).

**The Anti-Money Laundering and Counter-Terrorism Financing Rules 2007 (No. 1) list the following people as being authorised to certify your ID documents:**

**Who can certify an identification document within Australia?**

- |                        |   |
|------------------------|---|
| <b>Public servants</b> | <ul style="list-style-type: none"><li>• Member of the Commonwealth Parliament</li><li>• Member of a State Parliament</li><li>• Member of a Territory legislature</li><li>• Member of a local government authority</li><li>• Police officer</li><li>• Sheriff</li><li>• Sheriff's officer</li><li>• An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li><li>• Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)</li><li>• Commissioner for Affidavits</li><li>• Commissioner for Declarations</li><li>• Senior executive employee of a Commonwealth authority</li><li>• Senior executive employee of a State or Territory</li><li>• SES employee of the Commonwealth</li><li>• A permanent employee of a State or Territory or State or Territory authority with 2 or more years of continuous service</li><li>• A permanent employee of a local government authority with 2 or more years of continuous service</li><li>• An APS employee engaged on an ongoing basis with 2 or more years of continuous service</li><li>• An employee of a Commonwealth authority engaged on a permanent basis with 2 or more years of continuous service</li><li>• The holder of a statutory office that has not already been mentioned in this list.</li></ul> |
|------------------------|---|

<b>Court officers</b>	<ul style="list-style-type: none"> <li>• Judge</li> <li>• Magistrate</li> <li>• Registrar, or Deputy Registrar, of a court</li> <li>• Bailiff</li> <li>• Chief executive officer of a Commonwealth court</li> <li>• Master of a court</li> <li>• Clerk of a court</li> </ul>
<b>A person licensed or registered to practice in an authorised profession</b>	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Chiropractor</li> <li>• Dentist</li> <li>• Financial adviser or financial planner</li> <li>• Legal practitioner</li> <li>• Medical practitioner</li> <li>• Midwife</li> <li>• Migration agent registered under Division 3 of Part 3 of the Migration Act 1958</li> <li>• Nurse</li> <li>• Occupational therapist</li> <li>• Optometrist</li> <li>• Patent attorney</li> <li>• Pharmacist</li> <li>• Physiotherapist</li> <li>• Psychologist</li> <li>• Trade marks attorney</li> <li>• Veterinary surgeon</li> </ul>
<b>Other professions</b>	<ul style="list-style-type: none"> <li>• Justice of the Peace</li> <li>• Notary public</li> <li>• Marriage celebrant who is registered under the Marriage Act 1961</li> <li>• Minister of religion registered under the Marriage Act 1961</li> <li>• Member of the Australian Defence Force who is: <ul style="list-style-type: none"> <li>– an officer; or</li> <li>– a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or</li> <li>– a warrant officer (as defined by the Defence Force Discipline Act 1982)</li> </ul> </li> <li>• Member of the Australasian Institute of Mining and Metallurgy</li> <li>• Member of the Governance Institute of Australia Ltd</li> <li>• A person before whom a statutory declaration may be made under State or Territory legislation in which the declaration is made</li> <li>• An Accountant who is: <ul style="list-style-type: none"> <li>– a fellow of the National Tax Accountants' Association; or</li> <li>– a member of the Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants.</li> </ul> </li> <li>• An Engineer who is: <ul style="list-style-type: none"> <li>– a member of Engineers Australia, other than at the grade of student; or</li> <li>– a Registered Professional Engineer of Professionals Australia; or</li> <li>– registered as an engineer under a law of the Commonwealth, a State or Territory; or</li> <li>– registered on the National Engineering Register by Engineers Australia.</li> </ul> </li> <li>• Teacher employed on a permanent full time or part time basis at a school or tertiary education institution.</li> </ul>
<b>Other professions with 2 or more years of continuous service</b>	<ul style="list-style-type: none"> <li>• Bank officer with 2 or more years of continuous service</li> <li>• Building society officer with 2 or more years of continuous service</li> <li>• Credit union officer with 2 or more years of continuous service</li> <li>• Finance company officer with 2 or more years of continuous service</li> <li>• A permanent employee of the Australian Postal Corporation who is employed in an office providing postal services to the public and who has 2 or more years of continuous service</li> <li>• 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.</li> <li>• 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.</li> </ul>

### Who can certify identification documents outside of Australia?

- Authorised parties listed in the table above, where the party holds the position within Australia
- An employee of an Australian Trade and Investment Commission or an employee of the Commonwealth (e.g. Australian consular officer or Australian diplomatic officer) who has the requisite authority under section 3(c) or (d) of the Consular Fees Act 1955
- A person authorised as a notary public in a foreign country
- A bank or building society officer with 2 or more years continuous years of service (includes acceptable international banks)
- A finance company officer with 2 or more continuous years of service (includes acceptable internal bank)
- A person who is authorised by law in that foreign country to administer oaths or affirmations, or to authenticate documents.

### Acceptable authorised translation services for foreign identification documents:

- An overseas Australian Embassy or Consulate
- An approved translator listed in the National Accreditation Authority for Translators and Interpreters (NAATI) - only available within Australia.

### Acceptable certification of ID documents

- Each copy of the ID must be certified by the authorised person as follows. The authorised person must write the following on each photocopy:
- **“This is a true copy of the original document(s) which I have sighted:”**
- Full name eg *Michelle Helena Citizen*;
- Date of certification;
- Signature;
- The capacity in which they have certified the document (eg judge, magistrate, police officer, etc);
- Affix the official stamp or seal of the certifier’s organisation.

### Have you changed your name?

If your name has changed (e.g. due to marriage, divorce or registered name change), please also provide an original, certified copy of the official linking document that verifies your change of name (e.g. marriage certificate, deed poll, divorce orders or change of name certificate from the Births, Deaths and Marriages Registration Office). If these documents are not showing your previous and current name, we require a copy of your current photo identification and statutory declaration certified stating both names belong to the same person.

### Does your name or date of birth differ from the details shown on our records?

If your name or date of birth differs from personal details shown on our records (i.e. spelling error, initials or common name translation) please also provide a certified copy of official documentation that verifies your name or date of birth.

### Has your residential address changed?

If your residential address has changed please also provide a certified copy of your telephone or utilities bill (within the preceding 3 months) in your name reflecting the new address, or a certified copy of the front and back of your Australian driver’s licence which shows your new address.