

ACCEPTED DOCUMENTS

Verify the customer's full name **and** either date of birth **or** residential address by selecting **TWO** documents from the lists below.

NOTE: At least **ONE** document must be included from **Table A**.

TABLE A: PRIMARY IDENTIFICATION

Australian driver's licence containing a photograph of the person
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
Foreign passport or similar travel document containing a photograph of the person*
Australian birth certificate <i>or</i> Australian citizenship certificate (these documents cannot be used together for the purposes of identification)

TABLE B: SECONDARY IDENTIFICATION

National identity card issued by a foreign government*
A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits and contains the individual's name and residential address
A document issued by the Australian Taxation Office within the preceding 12 months which contains the individual's name and residential address
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)
Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth*
Australian Government issued Medicare card
Australian Government issued ID or permit card, sealed in plastic
Australian drivers licence issued on paper
Letter of reference or equivalent originating from Aboriginal/Torres Strait Islanders Community Leaders

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

APPROVED CERTIFIERS

A **certified** copy means a document that has been certified as a true copy of an original document by one of the following persons:

1. 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)
2. A judge of a court
3. A magistrate
4. A chief executive officer of a Commonwealth court
5. A registrar or deputy registrar of a court
6. A Justice of the Peace
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993)
8. A police officer
9. An agent of the Australian Postal Corporation who is in charge of supplying postal services to the public
10. A 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
11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
12. An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
13. A finance company officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declarations Regulations 1993)
14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees or
15. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

CERTIFIED COPY REQUIREMENTS

- A **Certified copy** is a document that has been approved as a true copy of an original document
- The following certification requirements **must appear on each page of the copy**:
 - **Full printed name** of the Approved Certifier e.g. Michelle Helena Citizen
 - **Full Address** of the Approved Certifier
 - Registration number (if applicable)
 - Date that the document was certified
 - The text: **"This is to certify that this is a true copy of the original which I have sighted"**
 - Signature of the Approved Certifier
 - The capacity in which they have certified the document, e.g. **A police officer** etc.