

Identity Verification Document Requirements

Option A

- Australian Passport
- Foreign Passport
- Australian Driver's Licence

OR

Option B

- Australian or foreign birth certificate or,
- Australian or foreign citizenship certificate or,

AND

- One recent (i.e. current) Commonwealth, State, or Territory financial benefit letter or,
- Tax office advice letter (less than 12 months old) or,
- Municipal or utilities bill or,
- Letter of advice (less than 3 months old) containing the individuals name and residential address (to verify residential address).

AND

- Document containing signature
- For overseas clients, proof of residential address

List of persons who can certify that a photocopy or scanned copy is a true copy of the original document:

LEGAL	<ul style="list-style-type: none"> ■ A solicitor or barrister (that is, 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)) ■ A Judge of a Court ■ A Magistrate ■ A Chief Executive Officer of a Commonwealth Court ■ A Registrar or Deputy Registrar of a Court ■ A Notary Public (for the purposes of the Statutory Declaration Regulations 1993)
JP	<ul style="list-style-type: none"> ■ A Justice of the Peace
POLICE	<ul style="list-style-type: none"> ■ A Police Officer
ACCOUNTANT	<ul style="list-style-type: none"> ■ A member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants of Australia or the National Institute of Accountants with two (2) or more years of continuous membership
POST OFFICE	<ul style="list-style-type: none"> ■ An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public ■ A permanent employee of the Australian Postal Corporation with two (2) or more years of continuous service who is Employed in an office supplying postal services to the public
DIPLOMATIC SERVICE	<ul style="list-style-type: none"> ■ An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent) ■ An Australian Diplomatic Officer (Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d'affaires; or Counsellor; Secretary or Attaché at an Embassy, High Commissioner's office, Legation or other post) within the meaning of the Consular Fees Act 1955
FINANCIAL CORPORATIONS (BANK, BUILDING SOCIETY, CREDIT UNION AND AFSL HOLDERS)	<ul style="list-style-type: none"> ■ An Officer with two (2) or more continuous years of service with one or more Financial Institutions (for the purposes of the Statutory Declaration Regulations 1993) ■ A Finance Company Officer with two (2) or more continuous years of service with one or more Finance Companies (for the purposes of the Statutory Declaration Regulations 1993) ■ An Officer with, or Authorised Representative of; or a holder of an Australian Financial Services License, having two (2) or more continuous years' service with one or more Licensees.

How should the document(s) photocopy be certified:

DOCUMENT TYPE	EXAMPLE TEXT
Documents that contain a photograph of the signatory	<i>I certify that I have seen the original documentation and that the photograph is a true likeness, and this copy is a complete and accurate copy of that original</i>
Documents that contain no photograph of signatory	<i>I certify that I have seen the original documentation and that this copy is a complete and accurate copy of that original</i>

DETAILS TO BE INCLUDED OF THE AUTHORISED CERTIFIER (Authorised certifiers cannot certify their own identity documents)

- Title and Full Name
- Signature
- Business Address (PO box is not acceptable)
- Capacity to certify
- Contact Number
- Certification Date