

# FREQUENTLY ASKED QUESTIONS

## IDENTIFICATION DOCUMENTS

### 1. What other documents can be provided if a person does not have a current Australian driver's licence or passport?

- (a) We can accept a certified copy of one of the following documents:
- Australian passport that has expired within the preceding two years.
  - A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person.
  - A foreign passport or a similar document that:
    - contains a photograph and the signature of the person; and
    - if it is not written in English, is accompanied by an English translation prepared by an accredited translator.
  - A driver's licence issued under a law of a State or Territory or equivalent authority of a foreign country that contains a photograph of the person.
  - An identity card issued by a foreign government, for the purpose of identification, that:
    - contains a photograph and the signature of the person; and
    - if it is not written in English, is accompanied by an English translation prepared by an accredited translator.

**OR**

- (b) We can accept a certified copy of one of the following documents:
- An Australian birth certificate
  - An Australian citizenship certificate
  - A concession card, as defined from time to time in the Social Security Act 1991, or an equivalent term which expresses the same concept in relation to concession holders
  - A citizenship certificate issued by a foreign government that, if it is not written in English, is accompanied by an English translation prepared by an accredited translator
  - A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is not written in English, is accompanied by an English translation prepared by an accredited translator

**and**

an original or certified copy of one of the following documents:

- A notice that:
  - was issued to an individual by the Commonwealth, a State or Territory within the preceding 12 months;
  - contains the name of the individual and his or her residential address; and
  - records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be).
- A notice that:
  - was issued to an individual by the Australian Taxation Office within the preceding 12 months;
  - contains the name of the individual and his or her residential address; and
  - records a debt payable to or by the individual by or to (respectively) the Commonwealth
- A notice that:
  - was issued to an individual by a local government body or utilities provider within the preceding three months;
  - contains the name of the individual and his or her residential address; and
  - records the provision of services by that local government body or utilities provider to that address or to that person.
- In relation to a person under the age of 18, a notice that:
  - was issued to a person by a school principal within the preceding three months;
  - contains the name of the person and his or her residential address; and
  - records the period of time that the person attended at the school.

### 2. Can I use an expired Australian driver's licence or passport as identification?

The Australian driver's licence must be valid and cannot be expired. An Australian passport that has expired within the preceding two years is acceptable.

### 3. Who is an acceptable certifier?

#### List of persons in Australia

- A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in the following occupations:
  - Chiropractor
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- 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)
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two 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 two or more years of continuous service
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authority;with two 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
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

- Member of the Australasian Institute of Mining and Metallurgy
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two 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 two or more years of continuous service with one or more licensees

#### List of persons outside of Australia

- A person authorised as a notary public in Australia or in a foreign country.
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Registered legal practitioner in equivalent jurisdiction
- Chartered Accountant in equivalent jurisdiction

#### **4. What information needs to be included by the certifier?**

The person certifying the document will need to include the following information on the photocopy:

- “I certify that this is a true copy of the original document”;
- the certifier’s:
  - full name; and
  - occupation, qualification, position or registration number (if any), which makes them eligible to certify documents;
- the date the document was signed; and
- the certifier’s signature.

Please note that the certification must be in original wet ink and the certifier cannot provide certification for themselves or their family member. If the certification is not acceptable, you may be asked for new certified documents.

#### **5. Can I send a copy or scan of a certified document?**

No. You must send us the original certified copy of the document. That is, the original signature of the certifier on the photocopied document.

#### **6. If I have to provide a certified copy of a trust deed, can I provide excerpts?**

Yes. However, you MUST provide the certified copy of the following pages of the trust deed:

- The cover page;
- The page which documents the name of the trust and the trustee (preferably on the same page in order to verify the relationship);
- The page with the date of the trust deed;
- The signed pages of the trust deed;
- The page that lists the name and/or class of beneficiaries of the trust; and
- The page which documents the name of the settlor.