



## Acceptable Documentation Identification

Please provide the following from one of the below options:

### CERTIFIED copies of either:

- 1 x Primary Identification Document (Table A)

OR if unable to

- 1 x Primary Non-Photographic Identification Document (Table B) **and**
- 1 x Secondary Identification Document (Table C).

The documents must verify the following details:

- Full Name (given name/s and surname)
- Residential Address (cannot be a PO Box)
- Date of Birth

### Table A – Primary Photographic Identification Documents

- Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)
- Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated)
- Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations
- Australian licence/permit (can either be a driver's licence, learner's permit)
- Foreign driver's licence which contains a photograph
- Proof of age card issued by a State or Territory (or equivalent)
- National identity card issued by a foreign government, the United Nations or an agency of the United Nations

### Table B – Primary Non-Photographic Identification Documents

- Full Australian birth certificate (or extract) issued by State/Territory Registry of Births, Deaths and Marriages
- Full Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations
- Australian citizenship certificate
- Citizenship certificate issued by a foreign government
- Centrelink pension card (Australian)

### Table C – Secondary Identification Documents

- A financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months and includes the customer's name and residential address (e.g. a notice from Centrelink)
- Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer's name and residential address
- Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address
- Foreign driver's licence which does not contain a photograph
- Department of Veterans' Affairs pension concession card (Australian)
- A current tenancy/lease agreement (must not be cancelled or expired)
- Medicare card
- Australian Marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages



- All documents must be current unless otherwise stated
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator

## How to CERTIFY acceptable identification documentation

Each original certified photo copy(ies) must include the statement (or similar wording):

*"I certify that this is a true copy of the original document."*

The certifier must include their **full name, original signature** (photocopied signatures are not accepted), **date of certification** and **qualification** or occupation (outlined below) which makes them eligible.

## List of eligible persons who are allowed to certify identification documents

- 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 Justice of the Peace
- A police officer
- A public notary (for the purposes of the Statutory Declaration Regulations 1993)
- An agent of Australia Post who is in charge of an office supplying postal services to the public
- A permanent employee of Australia Post with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- 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)
- A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purpose of the Statutory Declaration Regulations 1993)
- 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.
- 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
- A registrar or deputy registrar of a court
- An international bank employee authorised by their institution to open accounts, where the international bank is acceptable to the Bank