

Providing Proof of Identity

How to certify ID documents

1. Organise original document(s)

Organise the acceptable ID document(s) and make clear and full photocopies.

2. Certify ID

Take the original document(s) and the photocopies and have them certified by an authorised person.

3. Post the documents

Post the signed and certified ID document(s) back to us, attached with your form.

Acceptable documents

You will need to supply a certified copy of one of the following:

- a current Australian driver's licence (photocopy both sides);
- Australian passport (which may be expired within 2 years);
- a state or territory card issued which contains your photograph;
- a current foreign driver's licence with your photograph, date of birth and a translation if necessary;*
- a national identity card with your photograph and signature;
- a foreign passport issued by a foreign Government;* or
- pension card issued by the Department of Human Services (Centrelink) that entitles you to financial benefits.

Or, if you do not have one of the documents listed above, you will need to supply two other certified forms of ID, listed below.

One of the following:

- an Australian birth certificate or birth extract;
- an Australian citizenship certificate;
- a birth certificate issued by a foreign country*; or
- pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits.

And, one of the following which contains your name and address:

- a Centrelink letter regarding a Government assistance payment; or
- a notice issued within the last 3 months by the Commonwealth Government, state or territory Government, a local council or a utilities provider.

Who can certify your ID documents?

- Justice of the Peace (JP);
- Permanent employee of Australia Post with at least five (5) years continuous service;
- Legal practitioner (e.g. solicitor or barrister);
- Police officer;
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL) having two (2) or more years of continuous service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants;
- A finance company officer, a bank, credit union or building society officer, with two or more years of continuous service;
- A member of the Commonwealth parliament or a state or territory parliament;
- A diplomatic or consular officer of an Australian embassy or high commission;
- A magistrate, judge of a court or chief executive officer of a Commonwealth court;
- A notary public officer; or
- A registrar or deputy registrar of a court.

*If the document is not written in English it must be accompanied by an English translation from an accredited translator. That person must be currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of professional translator or above.

Have you changed your name?

If you have changed your name you will need to supply certified ID in your current name and a certified copy of one of the following documents that supports your name change:

- a marriage certificate;
- a deed poll; or
- a change of name certificate from the Births, Deaths and Marriages Registration Office.

Are you acting on behalf of another person?

If you are acting on behalf of another person you will need a certified copy of:

- guardianship papers or a power of attorney; or
- your ID and the member's ID.

Has your ID been correctly certified?

You will need to show your original ID and the photocopy to an authorised person. They will:

- compare the copy and the original; and
- write or stamp on all pages 'This is a true and correct copy of the original' followed by their signature, printed name, qualification (e.g. JP, Police Officer) and the date.

I certify that this is a true and correct copy of the original document before me.

Lisa Blank
..... J.P.
LISA BLANK
Justice of the Peace Reg No: 000000
Date: 2-3-2018



You will need to provide the original certified ID to us.

How long is your certified ID valid for?

Certified documents showing ID and date of birth are valid for two (2) years from the certification date.

We may request additional documentation if your documents are not correctly certified, out of date or we are having difficulty in verifying that we are dealing with the right person.