

### DOCUMENTS AVAILABLE FOR IDENTIFICATION

#### Identification

Clients must be identified according to AML/CTF legislation. You may choose any two valid documents from the combination options listed right. Only original and certified copies of documents are acceptable.

#### Note:

Documents presented in a language other than English must be accompanied by an English translation prepared by a person accredited by the 'National Accreditation Authority for Translators and Interpreters Ltd' (NAATI), at the level of Professional Translator or above.

2 x Primary photographic documents

1 x Primary photographic document AND  
1 x Primary non-photographic document

1 x Primary photographic document AND  
1 x Secondary document

1 x Primary non-photographic document AND  
1 x Secondary document

| Primary Photographic ID                                  | Conditions   |
|--|--|
| Australian driver's licence                              | Must have photo and sealed in plastic. Document cannot be expired, both front & Back of the drivers License are required   |
| Passport or other International Travel Document          | Must have photo, be Australian issued and can be expired within the preceding 2 years but <b>not</b> cancelled. International travel documents <b>must</b> contain the applicant's photograph and signature. |
| Proof of Age Card  | <b>Must</b> have photo, be sealed in plastic and issued by the Australian Government, State or Territory.  |
| Primary Non-Photographic ID                              | Conditions   |
| Birth Certificate  | Birth Extracts cannot be verified and therefore are <b>not</b> to be accepted as a form of identification. May be issued by the Australian Government or a Foreign Government.                               |
| Citizenship Certificate                                  | May be issued by the Australian Government or a Foreign Government.  |
| Australia Government issued Social Security/Pension Card | Document <b>cannot</b> be expired and <b>must</b> contain the owner's name and address.  |
| Under 18 Years – Birth Certificate                       | Birth Extracts cannot be verified and therefore are <b>not</b> to be accepted as a form if identification.   |
| Under 18 Years – Citizenship Certificate                 | May be issued by the Australian Government or a Foreign Government.  |
| Secondary ID   | Conditions   |
| Australian Taxation Office (ATO) Notice                  | This does <b>not</b> include taxation returns. Includes Notices of Assessment or similar and <b>must</b> contain name, address and be <b>no more</b> than 12 months old.                                     |
| Identity Card – Tertiary Institution                     | Document <b>cannot</b> be expired and <b>must</b> contain name and address or date of birth.   |
| Identity Card/Permit Other – Australian Government Issue | Must be sealed in plastic and <b>cannot</b> be expired. Includes boat licence, shooting licence etc.   |
| Licence Other (International/Foreign)                    | Document cannot be expired. <b>Must</b> show the applicant's name, date of birth and contain a photograph of the applicant.  |
| Licence Paper – Australian Government Issue              | Document <b>cannot</b> be expired  |
| Medicare Card  | Issued by the Australia Government and <b>must</b> be current. Valid for all names listed on the card.   |
| Rates Notice   | Issued by a local government, be under 3 months old from the date of issue and contain the individual's name and residential address.  |
| Recipient Austudy/Abstudy                                | Less than 12 months old from the date of issue and <b>must</b> contain applicant's name and residential address.   |
| Under 18 Years Education Institution                     | A statement signed by a school principal, issued within the preceding 3 months and confirming the child's name, residential address and confirming the child attends the institution.                        |
| Utility Bill/Registration Notice                         | <b>Must</b> be less than 3 months old from the date of issue and contain the individual's name and residential address.  |

#### 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 licensed legal practitioner.
2. A Justice of the Peace.
3. A notary public (for the purpose of the Statutory Declaration Regulations (1993).
4. A police officer.
5. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
6. 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.
7. An Australian Consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
8. An officer with 2 or more continuous years of service with one or more financial institutions or finance companies (for the purpose of the Statutory Declaration Regulations 1993).
9. 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.
10. 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

The following certification requirements **must appear on each page of the copy**:

- **Full printed name** of the Approved Certifier, e.g. Joseph Alan Bloggs
- **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. **An authorised representative of an AFSL holder** etc.