

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.
Passport or other International Travel Document	Must have photo, be Australian issued and can be expired within the preceding 2 years but not cancelled. International travel documents must contain the applicant's photograph and signature.
Proof of Age Card	Must 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 not 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 cannot be expired and must contain the owner's name and address.
Under 18 Years – Birth Certificate	Birth Extracts cannot be verified and therefore are not to be accepted as a form of 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 not include taxation returns. Includes Notices of Assessment or similar and must contain name, address and be no more than 12 months old.
Identity Card – Tertiary Institution	Document cannot be expired and must contain name and address or date of birth.
Identity Card/Permit Other – Australian Government Issue	Must be sealed in plastic and cannot be expired. Includes boat licence, shooting licence etc.
Licence Other (International/Foreign)	Document cannot be expired. Must show the applicant's name, date of birth and contain a photograph of the applicant.
Licence Paper – Australian Government Issue	Document cannot be expired
Medicare Card	Issued by the Australia Government and must 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 must 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	Must 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.