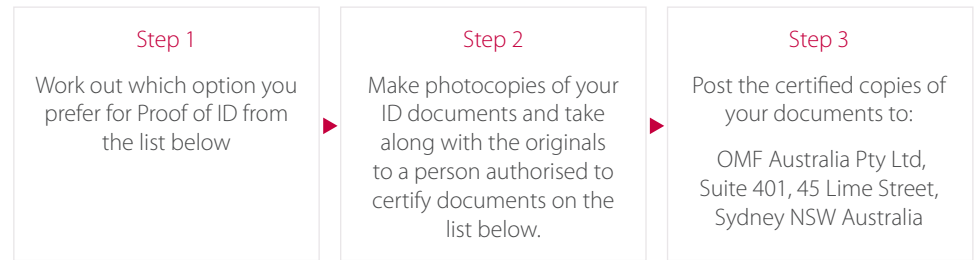


## How to Provide a Certified Copy of Your Identity Document

As an alternative to electronic verification, you may by simply provide us with certified copy of your original identification documents.

### Certified documents process



### Step 1: Options for proof of ID

**Option 1** One photographic identification document, such as:

- Passport
- Driver's licence

**Option 2** One primary non-photographic identification document, such as:

- Birth Certificate
- Citizenship Certificate
- Pension Card
- Health Care Card issued by Centrelink;

**plus** one secondary identification document, such as:

- Financial Benefits Statement issued by the Commonwealth
- A State or a Territory within the last 12 months
- Income Tax Assessment Notice issued by the Australian Taxation Office within the last 12 months
- Rates or utility notice issued by a local government body or utilities provider within the last three months

### Step 2: Persons authorised to certify copies of original ID documents:

- Australian Post officer;
- A Justice of the Peace;
- An officer of a financial institution, financial company or AFSL holder with 2 or more continuous years of service;
- 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 police officer;
- An Australian legal practitioner, a notary public in a foreign country, a judge, magistrate, a registrar or deputy registrar of a court;
- An Australian consular officer or diplomatic officer.

## How to certify the ID document

The certification must contain the following information:

- The following wording or similar wording:
  - For identity verification documents that contain a photograph of the signatory:  
"I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."
  - For other identity verification documents that do not contain a photograph:  
"I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."
- Certifier signature on the photocopy
- Certified name in block capitals
- Position/capacity
- Any registration numbers
- Address
- Daytime contact telephone number (not a mobile phone)
- If possible, add the official stamp of their office

Need more help? Contact us on +61 2 8317 3131