

## Guidance on Certifying Identification Documents

(For Australian registered/resident customers only)

If you are not able to present original identification documents to the Bank in person, the Bank can instruct you to provide certified copies of the identification documents. A certified copy means an identification document that has been certified<sup>1</sup> as a true copy of an original document by an approved certifier (refer below for approved certifiers).

The approved certifier must certify that the photocopy is a true copy of the original by writing on and signing the photocopy with words to the following effect:

**I, [full name of approved certifier], a/an [select appropriate from list of approved persons below], certify that this [name of document] is a true and correct copy of the original. [Signature and date]**

**Example:**

I, John Citizen, a Justice of the Peace, certify that this Trust Deed is a true copy of the original.

*John Citizen*

1/1/2021

### Approved Certifiers

The following persons are approved by the Bank to certify identification documents:

- A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations:
  - Architect
  - Chiropractor
  - Dentist
  - Financial Adviser or planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent registered under Division 3 of Part 3 of the *Migrations Act 1958*
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- 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)
- Accountant who is:
  - a fellow of the National Tax Accountants' Association; or
  - a member of any of the following:
    - Chartered Accountants Australia and New Zealand;
    - the Association of Taxation and Management Accountants;
    - CPA Australia;
    - the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Public Service (APS) employee engaged on an ongoing basis with 2 or more years of continuous service not specified elsewhere in this table
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits

<sup>1</sup> For a multiple page document only the first page is required to contain the full certification. The subsequent pages can be signed and dated by the approved certifier.

- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Engineer who is:
  - a member of Engineers Australia, other than at the grade of student; or
  - a Registered Professional Engineer of Professionals Australia; or
  - registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - registered on the National Engineering Register by Engineers Australia
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified elsewhere in this table
- Judge
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 2 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- 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
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authority
 with 2 or more years of continuous service and is a person not already specified elsewhere in this table
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior executive employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
- Sherriff
- Sherriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees

**NOTE:** It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false or misleading information or knowingly produce a false or misleading document. **Penalty: Imprisonment for 10 years.**

## Acceptable Identification Documents for Organisations

Organisation Type	Document
Trust	Trust deed/Settlement deed, or extract, where the names of the trust, trustees, beneficiaries or membership class, settlor(s) where applicable and the execution page are evident
Partnership	Partnership agreement, or extract, where the full name of the partnership, names of the partners and execution page are evident
Association	Constitution or rules or minutes of a meeting of the association or relevant extract where the full name and registration number (if applicable) of the association are evident

## Acceptable Identification Documents for Individuals

- Either **ONE primary photographic identification document** or **ONE primary non-photographic identification document AND ONE secondary identification document** are to be certified.
- The combination of identification documents must contain the individual's **full name and date of birth**.
- All documents **must be current unless specified otherwise**.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

### Primary Photographic Identification Document

#### Australian Documents

- Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)
- Australian driver licence/learner's permit
- A photo card with proof of age issued by an Australian State or Territory for the purpose of providing a person's age. For example, a proof of age card, a proof of identity card, a photo identification card, a photo card, an evidence of age card and personal information card

#### Foreign Documents

- Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must be current, and not be cancelled, defaced or mutilated) which contains either a signature OR a unique identifier of the person\*
- Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations (must be current if there is an expiry date on the document, and not be cancelled, defaced or mutilated) which contains either a signature OR a unique identifier of the person\*
- Foreign driver licence/permit
- National identity card issued by a foreign government, the United Nations or an agency of the United Nations which contains either a signature OR a unique identifier of the person\*

### Primary Non-Photographic Identification Document

#### Australian Documents

- Australian birth certificate (or extract) issued by State or Territory
- Australian citizenship certificate (including a Citizenship by Descent Certificate)
- Centrelink pension card (Australian)
- Centrelink health care card (Australian)

#### Foreign Documents

- Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations
- Citizenship certificate issued by a foreign government

### Secondary Identification Document

#### Australian Documents

- A notice issued by the Commonwealth or a State/Territory within the last 12 months that includes the individual's name and residential address and records the provision of financial benefits (e.g. Centrelink notice)
- A notice issued by the Australian Taxation Office (ATO) within the last 12 months that includes the individual's name and residential address and records a debt payable by or to the individual (e.g. tax assessment)
- Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address and records the provision of a service to that address or name
- 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
• Identification card issued to a student at an Australian higher education institution (TAFE or University) which contains a photograph and signature
• A current card issued under a Commonwealth, State or Territory law for the purpose of identification, for a government service, or as a licence
<b>Foreign Documents</b>
• Foreign driver licence which does not contain a photograph
• Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address and records the provision of a service to that address or name
• A current tenancy/lease agreement (must not be cancelled or expired)

*\* A unique identifier of the person is a biometric marker of that person, for example a fingerprint*