

## Guidance on Certifying Identification Documents

### (For Non-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 copy of the original. [Signature and date]**

#### Example:

I, John Citizen, a Notary Public, 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 legal practitioner who holds a current practicing certificate under a law in force in a state or Territory in Australia
- An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service (includes an employee of Westpac New Zealand Limited with 2 or more years of continuous service)
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- 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
- Judge of a court
- Magistrate
- Registrar, or Deputy Registrar, of a court
- A person authorised as a notary public in a foreign jurisdiction
- 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
- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents

**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

<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.

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
<ul style="list-style-type: none"> <li>• A current card issued under a Commonwealth, State or Territory law for the purpose of identification, for a government service, or as a licence</li> </ul>
<b>Foreign Documents</b>
<ul style="list-style-type: none"> <li>• Foreign driver licence which does not contain a photograph</li> </ul>
<ul style="list-style-type: none"> <li>• 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</li> </ul>
<ul style="list-style-type: none"> <li>• A current tenancy/lease agreement (must not be cancelled or expired)</li> </ul>

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