



Certified Copy Certificate – Customer Identification Documents (to be used for individuals only)

Upon instructions from the Bank, this form may be used where the customer is not able to present their original documents to the Bank in person.

Note: All information on this form must be completed in ENGLISH and clear BLOCK letters. Different identification documents and methods can be used to verify the identity of Indigenous customers. Where needed, the Remote Indigenous Communities Verification form (P/C 2055) can be used in conjunction with this form.

Part A – Customer Details.

Name Date of birth

Other names known by (if any)

Residential address (Please note: PO Box is not acceptable)

Privacy Statement and Consent Request.

Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or by calling us on 132 032. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Your Consent.

You consent to us collecting and holding any sensitive information such as health information or information about your racial or ethnic origin which appears on copies of your identity documents. You will not be able to withdraw your consent to us holding this information after it has been provided because we are required to retain copies of identification documents to meet verification of identity requirements under Australian States and Territories real property or electronic conveyancing laws.

If you do not consent to our collection of any such sensitive information, we may not be able to allow the borrower to draw their loan until we are satisfied that we have a valid security interest in the security property.

By signing below, you agree to the consent(s) set out in this form:

Signature

Date

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Part B – Certifier Details.

Please complete Part B to enable the Bank to contact you if necessary to confirm any information provided on this form.

Full name of Certifier

Occupation

Name of Certifier's employer

Business phone number

Certifier's employment address

Category of certifier – refer to Instructions and Checklist for Certifier

Details of original Customer's Identification Documents sighted and photocopies attached
(e.g. Foreign passport, National Identity Card)

1
2

Where the name on the identification documents differs from the name used by the customer, provide an explanation given by the customer or sight and record documentation which identifies the customer in their former name
e.g. marriage certificate or deed poll.

Declaration of Certifier.

- I have examined the originals of all the Customer's Identification documents listed above.
- The copy of the customer's identification documents attached are true and correct copies of the original documents that I have examined and certified.
- The customer signed this form in my presence.

Signature of Certifier

Date

Bank Use Only.

Bank officer's name

Salary number

Branch/Department

BSB

Customer IDV number

Signature

Date

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Instructions and Checklist for Certifier – Please tick (✓).

- All parts of the Certified Copy Certificate have been completed.
- You are a person within a specified class of accepted certifiers defined below in “Category of Certifiers.”
- All identification documents are current, and the first page of the copies has been certified with “This is a true copy of the original document” followed by the certifier’s signature, full name, position and date. All subsequent pages have been initialled.
- 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 certified contains the customer’s full name and date of birth.
- The customer has signed the Certified Copy Certificate in your presence.
- The certified copies of the identification documents are attached to the Certified Copy Certificate.

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.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

Category of Certifiers (The following people can certify the customer’s identification documents).

Inside Australia

- 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:
 - Chiropractor
 - Veterinary surgeon
 - Dentist
 - Trademarks attorney
 - Legal practitioner
 - Psychologist
 - Medical practitioner
 - Physiotherapist
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
- 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)
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- 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
- 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
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified elsewhere in this table
- Judge of a court
- 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 Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Act 1982* with 2 or more years of continuous service; or
 - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- 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
- 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

Category of Certifiers (The following people can certify the customer’s identification documents). continued

Inside Australia continued

- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority
- Sheriff/Sheriff officer
- Teacher employed on a full-time basis at a school or tertiary education institution

- Member of the Australasian Institute of Mining and Metallurgy
- 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

Outside Australia

- 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
- 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
 - exercising his or her function in that place
- Judge of a court or Magistrate
- Registrar, or Deputy Registrar, of a court
- A person authorised as a notary public in a foreign jurisdiction
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or 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.

Identification Documents.

Primary photographic identification documents

- Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)[^]
- Australian licence/permit (can either be a driver’s licence, learner’s permit)[^]
- Proof of age card issued by a State or Territory (or equivalent)[^]
- Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated)[^]
- Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations[^]
- Foreign driver’s licence which contains a photograph^{^^}
- National identity card issued by a foreign government, the United Nations or an agency of the United Nations[^]

Primary non-photographic identification documents

- Full Australian birth certificate (or extract) issued by State/Territory Registry of Births, Deaths and Marriages
- Australian citizenship certificate
- Centrelink pension card (Australian)
- Full Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations

Secondary identification documents

- A financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months and includes the customer’s name and residential address (e.g. a notice from Centrelink)
- Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer’s name and residential address
- Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer’s name and residential address
- 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)^{^^}
- Notice issued by the principal of a school (must be less than 3 months old, include the name of the customer, residential address, period of school attendance and issued on a school letterhead)
- A current card issued under a Commonwealth, State, or Territory law for the purpose of identification, for a government service, or as a licence

[^]Must contain photograph and signature.

^{^^}Must contain photograph and/or signature.