

## 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.

### Part A Customer Details

Full name of Customer

Date of birth

Other names known by (if any)

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

Street			
Suburb	State	Postcode	Country

Signature of customer *(to be signed in the presence of the certifier)*

### 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

Street			
Suburb	State	Postcode	Country

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.

**Privacy Statement:** The personal information we collect from you on this form will be used to assist in the identification of the customer named in Part A. We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, and other organisations that assist us with our business. Our privacy policy, available at [westpac.com.au](http://westpac.com.au) or by calling 132 032, contains information about how we handle your personal information.

Signature of Certifier

Date

### Bank use only

Bank officer's name

Salary number

Branch / Department

BSB

Customer IDV Number

Signature

Date

## Instructions and Checklist for Certifier – Please (✓)

- 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)

### Note:

- Overseas customers can use certifiers in categories 1 to 17 where the certifier is an officer who holds these positions within Australia; or
- Where the certifier does not meet the above criteria, ONLY certifiers in category 11, 12 or 13 may be used.

1. 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)
2. A judge of a court
3. A magistrate
4. A chief executive officer of a Commonwealth court
5. A registrar or deputy registrar of a court
6. A Justice of the Peace
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993)
8. A Police Officer
9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
10. 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.
11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
12. A bank or building society officer with 2 or more years continuous years of service (includes acceptable international bank)
13. A finance company officer with 2 or more continuous years of service (includes acceptable international bank)
14. 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
15. 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
16. A Commissioner for Declarations
17. A Commissioner for Affidavits

## 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
- Foreign driver’s licence which does not contain a photograph

^ must contain photograph and signature

^^ must contain photograph and/or signature