

A GUIDE TO CERTIFYING DOCUMENTS

HELP WITH IDENTIFICATION AND CERTIFICATION

What identification can I provide?

Where you are required to provide identification (ID), you must provide copies of current ID documents with a total value of at least 100 points. For most transactions, the photocopy must be certified by an authorised person.

100 points – primary photo ID

- A drivers licence / permit to operate a car, motor cycle, heavy vehicle, boat or aircraft
Must contain name and address or date of birth
- Photo identity card
Issued by a State or Territory of Australia
- Passport
- National identity card

Requirements: Must contain photo and signature. An Australian passport is accepted up to 2 years past the expiry date.

- Military identity card
Issued by the military forces of Australia, New Zealand, UK, Singapore, Canada, US or UN Peacekeeping Forces
- Law enforcement credentials
- Emergency services employee or volunteer credentials
E.g. SES, surf lifesaver, paramedic etc.
- Indigenous ID card
Issued by a State or Territory of Australia
- Shooters / gun licence
- Explosives licence
- Student ID card
- Employee ID card
- Department of Corrective Services ID card
Issued to an incarcerated inmate in a State or Territory of Australia

Requirements: Must contain name and residential address or date of birth (except for Department of Corrective Services ID card).

60 points – primary non-photo ID

- Birth certificate
- Citizenship certificate
- Pension card issued by DHS
Must entitle the person to financial benefits

40 points – secondary non-photo ID

- Financial benefit notice
Issued by Commonwealth or State government within last 12 months
- Income tax assessment notice
Issued within last 12 months by the ATO or equivalent income tax agency of NZ, UK, Canada, Singapore or USA
- A notice or bill issued by a local government body (e.g. rates notice) or utilities provider (e.g. phone bill)
- Medicare refund notice
- Private health insurance refund notice
- DHS / Veteran Affairs financial benefit payment statement
Annual - issued within last 12 months.
Quarterly - issued within last 3 months

- A PAYG Payment Summary
Issued within last 12 months by an employer
- Letter from employer attesting to length of service, position, name, date of birth and residential address
Issued within last 12 months on letterhead and signed by employer
- Statutory declaration
- Bank / credit card statement

Requirements: Must contain name and residential address and be issued within the last 3 months (unless noted otherwise).

How do I get my identification certified?

Take your ID and a photocopy of the ID to an authorised person (see over page for a list of authorised people) for certification.

Remember: if you have a new address on the back of your driver's licence you will need to photocopy both sides and have them both certified.

What the authorised person should do

When certifying a document, an authorised person should:

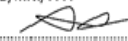
1. Compare the original document to the photocopy ensuring it is an exact copy;
2. Write or stamp in English on each page "I certify this to be a true copy of the original";
3. Write or stamp their name, qualification (e.g. Justice of the Peace, Police Officer, etc.), registration number (if applicable) and then sign and date noting their location/address/contact details (e.g. Charlestown Police Station).

Example: correctly certified document



I certify this to be a true copy of the original.

Date: DD/MM/YYYY



Justice of the Peace (JP)

John A Johnston, Registration No 225522

Who is an authorised person for certifying identification and witnessing statutory declarations?

(1) a person who is currently licensed or registered under State or Territory law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner*
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) 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); or

(3) a person who is on the following list:

- 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, building society, credit union or finance company officer, with 5 or more continuous years of service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Employee of the Commonwealth or Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - (c) exercising his or her function in that place
- Fellow of the National Tax & Accountants' Association
- Holder of a statutory office not specified in another item in this list
- 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 Australasian Institute of Mining and Metallurgy

▪ Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
- (c) 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:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) 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 5 or more years of continuous service who is employed in an office supplying postal services to the public

▪ Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

With 5 or more years of continuous service who is not specified in another item in this list

▪ 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 Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

▪ Sheriff

▪ Sheriff's officer

▪ Teacher employed on a full-time basis at a school or tertiary education institution

(4) For certifying identification only (cannot witness statutory declarations):

▪ An officer with, or authorised representative of, a holder of an Australian financial services licence or Australian credit licence with 2 or more years of continuous service with one or more licensees.

▪ Any person listed in (3) whom requires 5 or more years continuous service – replace with 2 or more years.

***Foreign residents:** If you are outside of Australia, certification must be carried out by an authorised person with qualifications marked with an asterisk. Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

The information contained in this list is up to date and correct at the time of preparation, however, may be subject to change.

For more information...



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