

# Certification of documents

## Identification of document types

To comply with Anti-money Laundering and the Counter-Terrorism Financing legislation, all applications and signatories must provide certified copies of personal identification according to either option A or B.

<b>Option A</b> Provide one current primary photographic identification document. Documents must include your photograph.	<b>Option B</b> Provide one primary AND one secondary non-photographic identification document.
<ul style="list-style-type: none"><li>• Australian or overseas driving licence or permit Australian passport</li><li>• International passport</li><li>• Proof of Age Card (government issued)</li></ul>	<b>Primary non-photographic identification documents</b> <ul style="list-style-type: none"><li>• An Australian or foreign birth certificate or birth extract</li><li>• An Australian or foreign citizenship certificate</li><li>• A Centrelink pension or health card</li></ul>
	<b>Secondary non-photographic identification documents</b> Document must include your current residential address. <ul style="list-style-type: none"><li>• A utility bill (issued within the last three months)</li><li>• A property rates notice (issued within the last three months)</li><li>• A taxation notice (issued by the ATO within the last 12 months)</li><li>• A Centrelink statement (issued within the last 12 months)</li><li>• In relation to a person under the age of 18 years of age, a notice by a school principal (issued within the last three months)</li></ul>

## Who can certify documents?

- 1) Accountant (where a member of a recognised association or institute)
- 2) Agent in charge of an Australian Post Office supplying postal services to the public.
- 3) Building Society officer with 2 or more years of continuous service.
- 4) Chiropractor\*
- 5) Dentist\*
- 6) Finance industry officer (including Bank, Credit Union or Finance Company) with 2 or more years of continuous service.
- 7) Officer with, or authorised representative of, the holder of an Australian Financial Services licence, having 2 or more years of continuous service with one or more licences
- 8) Justice of the Peace
- 9) Judge or Master of a Federal, State or Territory court
- 10) Legal practitioner\*
- 11) Magistrate
- 12) Marriage celebrant registered under Subdivision C or Division 1 of the Part IV of the Marriage Act 1961
- 13) Medical practitioner\*
- 14) Member of Chartered Secretaries Australia
- 15) Member of Engineers Australia, other than at the grade of student
- 16) Member of Parliament (Commonwealth, State or Territory legislature or Local government)
- 17) Member of the Australian Defence Force who is
  - a) An officer
  - b) A non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 more years of continuous service
  - c) A warrant officer within the meaning of that Act
- 18) Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- 19) Notary public
- 20) Nurse\*
- 21) Optometrist\*
- 22) Patent attorney\*
- 23) Permanent Employee of a Post Office supplying postal services to the public with 2 or more years of continuous service.
- 24) Permanent employee of the following With 2 or more years of continuous service:
  - a) The Commonwealth or a Commonwealth authority
  - b) A State or Territory or a State or Territory authority;
  - c) A local government authority
- 25) Pharmacist\*
- 26) Physiotherapist\*
- 27) Police officer
- 28) Psychologist\*
- 29) Teacher employed on a full-time basis at a school or tertiary education institution
- 30) Trademarks attorney\*
- 31) Veterinary surgeon\*

\* These persons must be licensed or registered to practice in this occupation under Australian State or Territory law.