

# Identification by Certified Copy for Individuals (including Signatories and Agents) Form



## Authorised Persons

The following is a list of persons authorised to certify a copy. Unless it is specified that the Authorised Person may be overseas, an Authorised Person must be either an Australian Citizen or Permanent Resident of Australia.

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 in Australia or overseas;
3. A magistrate in Australia or overseas;
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) in Australia or overseas;
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. An officer with 2 or more continuous years service with one or more Australian financial institutions (for the purposes of the Statutory Declaration Regulations 1993) or overseas financial institutions with which ANZ has an existing correspondent banking relationship;
13. A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the *Statutory Declaration Regulations 1993*);
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;
16. A pharmacist.

## IDENTIFICATION VERIFICATION DOCUMENTS FOR INDIVIDUALS

Two identity documents must be provided in one of the following combinations:

- 2 x primary documents; OR
- 1 x primary document and 1 x secondary document

Documents must be originals, or certified copies where permissible. Certified copies must be less than 3 months old and must be original certified copies, not copies of certified copies. It is not acceptable to produce two forms of the same ID type, e.g. an Australian and a British passport.

## Primary documents

### Photographic:

- Australian driver's licence or learner's permit (current)
- a foreign driver's licence (current)
- a national identity card that contains a photograph and the signature of the person in whose name the card is issued and that is issued by a foreign government, the United Nations (UN) or an UN agency (current)
- Australian passport (current or less than 2 years expired)
- Foreign passport (current)
- One of the following:
  - Proof of age card
  - Army, Navy or Air Force ID
  - Department of Defence ID
  - Police ID
  - Australian tertiary institution student card
  - Firearms/Shooting licence

- Explosives licence
- Waterways/Boat licence

### Non-photographic:

- Australian or foreign birth certificate
- Australian citizenship certificate
- Foreign Citizenship certificate (accompanied by an English translation if not in English by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI))
- One of the following Centrelink pension cards (current):
  - Health Care Card
  - Commonwealth Seniors Health Card
  - Pensioner Concession Card
  - Interim Concession Card

## Secondary documents

- Notice issued by the Australian Tax Office (less than 12 months old)
- Government benefits notice (less than 12 months old)
- Public utility notice, e.g. gas, electricity (less than 3 months old)
- Local government notice, e.g. rates (less than 3 months old)
- Other Australian financial institution debit or credit card or passbook (current)
- Other financial institution bank statement (less than 6 months old) – this must be a bank statement issued by:
  - Members of the ABA – refer to [www.bankers.asn.au/Members/default.aspx](http://www.bankers.asn.au/Members/default.aspx)
  - Australian-owned banks that are ADIs regulated by APRA – refer to [www.apra.gov.au/adi/ADIList.cfm](http://www.apra.gov.au/adi/ADIList.cfm)
- Medicare Card (current)
- Letter from registered aged care facility (with registration number confirming they are a registered aged care provider – less than 3 months old)

**Please note:** if the residential and/or business address is located outside of Australia, the customer will need to outline the reason for seeking a banking service in Australia.

## Acceptable Linking Documents

(If identification document(s) in a different name to that recorded in Individual's Details)

- Adoption papers
- Birth Certificate with Endorsement
- Change of Name Certificate (Deed Poll)
- Court Order
- Marriage Certificate