

A guide to certifying your identification

In order for your benefit to be paid, we need to verify your identity. **Choose either A or B below.**

Personal ID documentation

A – One of the following documents:

- A certified copy of your current Driver Licence showing a clear and legible photograph, your current address and signature

OR

- A certified copy of your current passport showing a clear and legible photograph and signature

OR

B – Two documents required:

A certified copy of ONE of the following documents:

- Birth Certificate or Birth Extract
- Citizenship Certificate issued by the Commonwealth of Australia
- Your current Pension Card issued by Centrelink that entitles you to financial benefits or Health Care Card that shows your current address as held on your AUSfund account

PLUS one of the following documents:

- A current letter from Centrelink regarding a Government Assistance Payment that shows your current address as held on your AUSfund account
- Notice issued by Commonwealth, State or Local Government within the past 12 months that shows your current address. For example: A Notice of Assessment from the Australian Tax Office or a Rates Notice from Local Council

What is a certified document?

A certified document is a photocopy of the original document, which has been signed by an authorised person or anyone who can witness a Statutory Declaration verifying that they have sighted the original document.

Please do not send the originals of any document.

Who can certify my documents for me?

The easiest option is usually to go to your local post office or police station. However, any of the following people are also authorised to certify documents:

- A finance company officer with five or more years of continuous service (with one or more finance companies)
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having five or more years continuous service with one or more licensees
- A Notary Public Officer
- A Teacher
- A registered Medical Practitioner
- A Pharmacist
- A Bank Branch Manager
- A Justice of the Peace
- A Judge of a Court
- A Magistrate
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- An Australian Consular Officer or an Australian Diplomatic Officer

What if my name has changed or I am signing on behalf of another person?

You'll need to prove the link between you and the other person, or your name change.

You can use one of the documents below as well as your other certified ID (such as a Driver's Licence or passport).

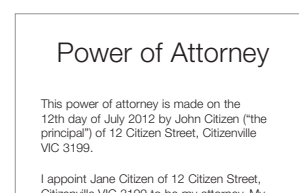
Change of name

- Marriage Certificate
- Deed Poll or Change of Name Certificate from the registry of Births, Deaths and Marriages in your state

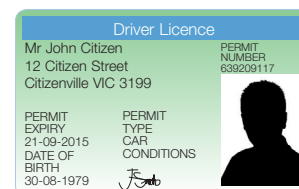


If you are signing on behalf of another person

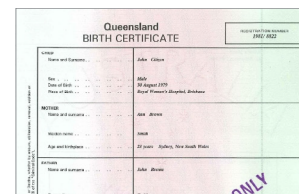
- Guardianship papers
- Power of Attorney



Examples of required ID



OR



PLUS

