

The information in this document is a guide only and we may request additional documentation prior to any payment.

Primary photographic identification

You will need to provide a copy of **one** of the following primary identification documents if you can:

- ▶ Current Australian or foreign driver's licence that contains a photograph of the person in whose name the document is issued (including the back of the driver's licence if your address has changed)
- ▶ A passport issued by the Commonwealth of Australia
- ▶ A passport or similar document issued for the purpose of international travel that:
 - ▶ contains a photograph AND either the signature of the person in whose name the document is issued or any unique identifier of the person in whose name the document is issued;
 - ▶ is issued by a foreign government, the United Nations or an agency of the United Nations; AND
 - ▶ if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator¹
- ▶ A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued;
- ▶ A national identity card issued for the purpose of identification that:
 - ▶ contains a photograph AND either the signature of the person in whose name the document is issued or any unique identifier of the person in whose name the document is issued;
 - ▶ is issued by a foreign government, the United Nations or any agency of the United Nations; AND
 - ▶ in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator¹

Identification documents must not have expired at the time we receive them (excepting an Australian passport which may be expired for a maximum of 2 years).

Alternative identification

If you are unable to provide any primary photographic identification, you will need to provide two identification documents, one from each of the following lists:

LIST 1 - Primary non-photographic identification documents

- ▶ A birth certificate or birth extract issued by a State or Territory¹
- ▶ A citizenship certificate issued by the Commonwealth of Australia
- ▶ A citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator
- ▶ A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator¹;
- ▶ Concession card, as defined from time to time in the Social Security Act 1991.

LIST 2 - Secondary identification documents

- ▶ Letter from the Department of Human Services (Centrelink) or other Commonwealth or State or Territory body in the last 12 months regarding a Government assistance payment which contains your name and your residential address
- ▶ Tax Office Notice of Assessment issued in the last 12 months which contains your name and residential address and records a debt payable to or by you or to the Commonwealth under a Commonwealth law relating to taxation
- ▶ Rates notice from local council issued in the last 3 months which contains your name and residential address and which records the provision of services by that local government body
- ▶ Electricity, gas or water bill issued in the last 3 months which contains your name and residential address and which records the provision of services by that service provider
- ▶ Landline phone bill issued in the last 3 months (mobile phone bills will not be accepted) which contains your name and residential address and which records the provision of services by that service provider.

Has your name changed?

If you have changed your name, you must also provide a certified copy of the relevant name change document, for example, a Marriage Certificate issued by the Registry of Births Deaths & Marriages, Decree Nisi or Deed Poll (in addition to the above identification). If the document is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator¹.

If your legal name or date of birth does not match exactly to our records (excluding aforementioned name changes), please contact us for further instructions.

1 Translation

If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator or higher (or an equivalent accreditation), to translate from a language other than English into English.

Are you signing on behalf of another person?

If you are signing on behalf of the member/applicant you will need to provide the following:

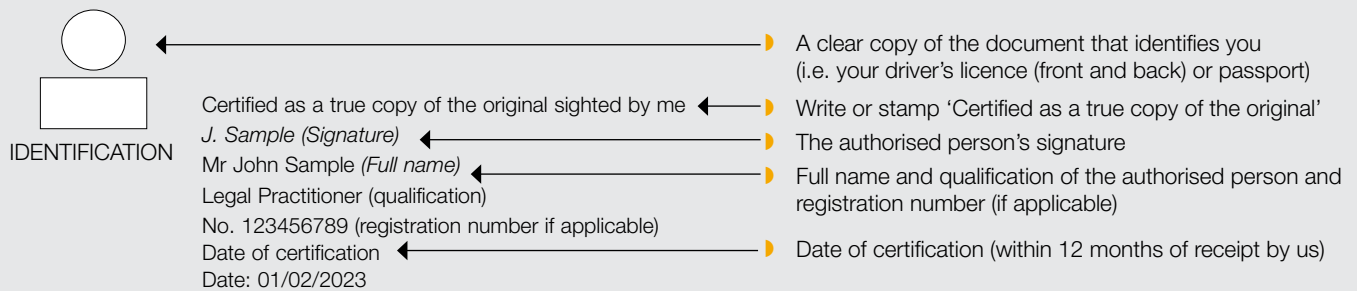
- ▶ A certified copy of the Guardianship order; or
- ▶ Registered Power of Attorney; AND
- ▶ A certified copy of your proof of identity (refer to page 1 for suitable proof of identity documents).

Certified ID is also required for the member/applicant you are signing on behalf of (refer to above for suitable proof of identity documents).

How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

- ▶ Written or stamped 'Certified as a true copy of the original' or "This is certified as a true copy of the original" or "This is certified as a true copy of the original sighted by me".
- ▶ Signature
- ▶ Printed full name
- ▶ Qualification (see list of "Who can certify my documents" below)
- ▶ Registration number (if applicable)
- ▶ Date



Verification

Verification of the person who has certified document/s may be performed by RBF. If a discrepancy arises, you may be requested to have your documents re-certified.

Who can certify documents in Australia?

- ▶ Accountant who is a fellow of the National Tax Accountants' Association or a member of Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, or CPA Australia or the Institute of Public Accountants
- ▶ Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- ▶ Architect
- ▶ Australian Consular Officer or Australian Diplomatic Officer under the Consular Fees Act 1955
- ▶ Australian Public Service (APS) employee engaged on an ongoing basis with 2 or more years of continuous service
- ▶ Bailiff
- ▶ Bank officer with 2 or more years of continuous service
- ▶ Building society officer with 2 or more years of continuous service
- ▶ Chief Executive officer of a Commonwealth court
- ▶ Chiropractor
- ▶ Clerk of a court
- ▶ Commissioner for Affidavits
- ▶ Commissioner for Declarations
- ▶ Credit union officer with 2 or more years of continuous service
- ▶ Dentist
- ▶ Engineer who is a member of Engineers Australia (excepting students), or a Registered Professional Engineer of Professionals Australia, or registered as an engineer under a law of the Commonwealth, a state or territory, or registered on the National Engineering Register by Engineers Australia
- ▶ Finance company officer with 2 or more years of continuous service
- ▶ Financial advisor or financial planner or an officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more years of continuous service with one or more licensees
- ▶ Judge
- ▶ Justice of the Peace
- ▶ Legal Practitioner
- ▶ Magistrate
- ▶ Marriage celebrant registered under the *Marriage Act 1961*
- ▶ Master of a court
- ▶ Medical practitioner
- ▶ Member of the Australian Defence Force who is an officer, or a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 2 or more years of continuous service, or a warrant officer within the meaning of that Act
- ▶ Member of the Australasian Institute of Mining and Metallurgy
- ▶ Member of the Governance Institute of Australia Ltd
- ▶ Member of the parliament of the Commonwealth, or the parliament of a State, or of a Territory legislature, or a local government authority
- ▶ Midwife
- ▶ Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
- ▶ Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- ▶ Notary Public
- ▶ Nurse
- ▶ Occupational therapist
- ▶ Officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees
- ▶ Optometrist
- ▶ Patent attorney
- ▶ Permanent employee of the Australian Postal Corporation (Australia Post) with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- ▶ Permanent employee of a State or Territory, or a State or Territory Authority, or a local Government authority, with 2 or more years continuous service
- ▶ Permanent employee of a Commonwealth authority with 2 or more years of continuous service who is not otherwise specified 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
- ▶ Pharmacist
- ▶ Physiotherapist
- ▶ Police officer
- ▶ Psychologist
- ▶ Registrar, or Deputy Registrar, of a court
- ▶ Senior executive employee of a State or Territory
- ▶ Senior executive employee of a Commonwealth authority
- ▶ SES employee of the Commonwealth
- ▶ Sheriff
- ▶ Sheriff's officer
- ▶ Teacher employed full-time or part-time at a school or tertiary education institution
- ▶ Trade mark attorney
- ▶ Veterinary surgeon

Who can certify documents outside of Australia

- ▶ **an authorised staff member of an Australian Embassy, High Commission or Consulate**
- ▶ **an authorised employee of the Australian Trade Commission** who is in a country or place outside Australia
- ▶ **an authorised employee of the Commonwealth of Australia** who is in a country or place outside Australia
- ▶ **a Member of the Australian Defence Force** who is an officer or a non-commissioned officer with 5 or more years of continuous service
- ▶ **a Notary Public exercising functions at a place outside the Commonwealth and the external Territories of the Commonwealth.**

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