



# Verification of Identity Certificate.

This form is used for Verification of Identity conducted in Australia by face-to-face interview or by Smart Verify.

## Instructions for completing this form

1. The verifier is to attach evidence of the Verification of Identity to this document as follows:
  - Where verification was conducted by Smart Verify: a copy of the ID Verification Report.
  - Where verification was conducted by face-to-face interview: copies of the original identification documents provided.
2. Place a tick (✓) in the box beside the documents for which copies have been provided for Verification of Identity.
3. Sections 3 or 4 are only to be used where the verifier is reasonably satisfied that the documents required to complete Section 2 cannot be produced.

## Identity Document Requirements

- **Current, unexpired and original documents** must be used for verification unless otherwise stated.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.
- The verifier must be reasonably satisfied that the photographic documents bear a reasonable likeness to the person being identified.
- The Banker must ensure all copies of identification documents provided are clear and legible.

## Section 1 – Details of person being identified.

Complete a separate form for each individual acting in the capacity of Borrower, Guarantor, Attorney under a Power of Attorney, or Identity Declarant.

Tick one box only –  Borrower  Guarantor  Attorney under a Power of Attorney  Identity Declarant

This identification relates to

## Verification of Identity Certificate.

### Section 2 – Primary identification with photographic identity documents.

Person being identified to supply **at least one of the following documents that contains their photo and signature.**

- Australian driver's licence/permit (learner's permit is acceptable)
- Proof of age card issued by an Australian State or Territory (or equivalent)
- Australian passport (if current not available, expired within last 2 years is acceptable but must not be defaced, mutilated or cancelled)
- Foreign passport
- Foreign travel document
- Foreign driver's licence
- National identity card issued by a foreign government

**Can the individual's full name including all middle names and date of birth be verified using the supplied documents?**

- Yes  No

If **Yes** proceed to **Section 5**

If **No** obtain a different Photographic Identity Document item from the list above with the required details. If none exist then:

- If documents do not contain full name details, complete Section 2.A
- If documents do not match due to change of name details, complete Section 4.A.

### Section 2.A – Secondary identification documents.

Person being identified to supply a document from Section 2 above plus one of the following documents:

- Full Australian birth certificate or extract
- Full foreign birth certificate
- Australian Citizenship certificate
- Citizenship certificate issued by a foreign government
- Descent certificate
- Centrelink pension card (Australian)
- Department of Veterans' Affairs card

**Can the individual's full name including all middle names and date of birth be verified using the supplied documents?**

- Yes  No

If **Yes** proceed to **Section 5**

If **No** refer to the Verification of Identity escalation procedures

### Section 3 – Identification without photographic identity documents.

This section is only to be used where the verifier is reasonably satisfied that the documents required to complete Section 2 cannot be produced.

Person being identified to **supply one of the following documents:**

- Medicare card
- Centrelink card
- Department of Veterans' Affairs card

**Plus** one of the following documents:

- Full birth certificate
- Citizenship certificate
- Australian Citizenship certificate

**The Identity Declarant of the person being identified must:**

- complete a **Statutory Declaration – Verification of Identity** form for the relevant State
- attend a face to face verification interview along with the person being identified and provide photographic Identification Documents
- **to be verified using a separate Verification of Identity Form based on Section 2 guidelines.**

## Verification of Identity Certificate.

Can the individual's full name including all middle names and date of birth be verified using the supplied documents?

Yes  No

If **Yes** proceed to Section 5

If **No**:

- If documents do not match due to change of name details, complete Section 4.A, or
- Refer to the Verification of Identity escalation procedures

### Section 4 – Listed category of identity declarant.

This section is only to be used where the verifier is reasonably satisfied that the documents required to complete Sections 2 or 3 cannot be produced.

Person being identified to supply one of the following documents:

- Medicare card
- Centrelink card
- Department of Veterans' Affairs card

The Identity Declarant of the person being identified must:

- be an Australian Legal Practitioner, a Bank Manager, Community Leader, Court Officer, Medical Doctor, Land Council Officeholder, Licensed Conveyancer, Local Government Officeholder, Nurse, Public Servant or Police Officer.
- complete a **Statutory Declaration – Verification of Identity** form for the relevant State
- attend a face to face verification interview along with the person being identified and provide Photographic Identification Documents
- Identity Declarant to be verified as outlined in Section 2 using a separate Verification of Identity Form.

Can the individual's name be verified using the supplied documents?

Yes  No

If **Yes** proceed to Section 5

If **No**:

- If documents do not match due to change of name details, complete Section 4.A, or
- Refer to the Verification of Identity escalation procedures

### Section 4.A – Change of name.

If the name on the identification document (s) supplied in any of the Sections 1, 2, 3 or 4 differs between documents, evidence of their changed name is required by:

- Marriage Certificate issued by State/Territory Registry of Births, Deaths & Marriages
- Deed Poll
- Change of Name Certificate
- An endorsement of the change of name on a Full Australian birth certificate issued by State/Territory Marriage Certificate issued by State/Territory Registry of Births, Deaths & Marriages

Can the individual's full name be verified using the supplied documents?

Yes  No

If **Yes** proceed to Section 5

If **No** refer to the Verification of Identity escalation procedures

Section 5 – Verification certification.

I, **Full Name**

hereby certify that

Verification of Identity by face-to-face interview:

- I conducted this verification by face-to-face interview with the person being identified;
- Each of the original and current identification documents marked in this form was produced to me at that time;
- Copies of these original identification documents are attached to this certification;
- The person identified has a reasonable likeness to the person in the photographs included in the original identification documents;
- *Applies where Sections 3 and/or 4 of this form have been used:* I am reasonably satisfied that the documents required to complete Section 2 cannot be produced by the person being identified;
- This Verification of Identity has been conducted in accordance with the Westpac Group policy.

Verification of Identity by Smart Verify:

- This verification was conducted by Smart Verify;
- The ID Verification Report status is "Completed - Pass";
- A copy of the ID Verification Report is attached to this certification;
- This Verification of Identity has been conducted in accordance with the Westpac Group policy.

Verifier's Signature

Employee Number

Date