

Information Required

Certifiers must complete the reverse of this form and certify legible copies of either:

- One document from Group 1
- Or
- One document from Group 2 and one other document from Group 3

**Group 1 -
Primary
Photographic
Identification
Documents**

- Australian Passport (current or expired by less than 2 years).
- Foreign Passport issued by a foreign government, the United Nations or an agency of the United Nations.
- Foreign Travel document issued by a foreign government, the United Nations or an agency of the United Nations.
- Australian licence/permit.
- Foreign driver's licence which contains a photograph.
- Proof of age card issued by State or Territory.
- National Identity card issued by a foreign government, the United Nations or an agency of the United Nations.

**Group 2 -
Primary
Non-
Photographic
Identification
Documents**

- Australian Birth Certificate or extract.
- Foreign Birth Certificate.
- Citizenship Certificate - Australian.
- Citizenship Certificate - Foreign.
- Centrelink Pension Card.

**Group 3 -
Secondary
Identification
Documents**

- Notice of Financial Benefits issued by a Commonwealth or State/Territory Department (less than 12 months old).
- Notice issued by the Australian Taxation Office (Issued in the last 12 months).
- Notice issued by a Local Government Body or Utilities Provider (less than 3 months old).
- Foreign driver's licence which does not contain a photograph.
- Department of Veteran's Affairs pension card.
- Tenancy/lease agreement (must be current).
- Medicare Card.
- Australian Marriage Certificate.
- Student ID card issued by an Australian tertiary institution (TAFE or University).
- Notice issued by the principal of a school (less than 3 months old, must include the name of the customer, residential address, period of school attendance & be issued on a school letterhead).
- A current card issued under Commonwealth, State or Territory law for the purpose of identification for a government service or as a licence.

**Special
Provisions -
For Refugees
only, either of
the following
documents:**

- Certificate of Identity issued by the Australian Government.
- Convention Travel Document (Titre de Voyage or equivalent) issued by the Australian Government.

Details and signature of Individual to be identified	CIS No. (if known)	Account number (if known)	Account Name
	Individual (name in full)		Individual's Signature
	Are you known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please specify		X

Certifier's Details and Declaration	Note to Certifier: Please ensure copies are legible and record the following on each copy of the identification provided. "This is a true copy of an original or certified copy document provided"; then print and sign your name, date and Qualification No. (if applicable) and also provide your details below so that we may contact you if necessary to confirm this information.			
	Certifier's Declaration			
	I certify that:			
	1. The person named above signed this form in my presence.			
	2. I sighted originals of the documents noted on reverse of form.			
	3. I am satisfied that the documents produced were genuine and that to the best of my knowledge they confirm the name, address and/or date of birth of the person named above.			
Category No. of acceptable certifier (see list below)		Qualification No. (if applicable)		
Full Name of Certifier				
Title	First Name	Family Name		
Residential address - <i>PO Box not allowed</i>				
Daytime Contact Number	Country Code	Area Code	Number	
Signature				
X				

Privacy Statement	Our privacy policy is available at bankofmelbourne.com.au or by calling 13 22 66 and covers how we handle your personal information.
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Categories of acceptable certifiers	1. A person 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).	12. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
	2. A judge of a court.	13. A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public.
	3. A magistrate.	14. A finance company officer with two or more years of continuous service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993).
	4. A chief executive officer of a Commonwealth court.	15. An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees.
	5. A registrar or deputy registrar of a court.	16. Any person specifically appointed as our agent to certify identity.
	6. A notary public (for the purposes of the Statutory Declaration Regulations 1993).	17. A Commissioner of Declarations.
	7. A police officer.	18. A Commissioner of Affidavits.
	8. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).	Note: Non-residents - certification by the following acceptable certifiers - categories numbered 2, 3, 5, 6, 17 and 18 as equivalent within the certifier's country of residence.
	9. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Public Accountants with two or more years of continuous membership.	
	10. An officer with two or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993).	
	11. A Justice of the Peace.	

Branch/Office Use Only	Employee Name	Employee No.	Branch Name	Branch No.	Signature
					X