

VERIFICATION OF IDENTITY CERTIFICATE



Instructions for completing this form

1. This form is used for Verification of Identity conducted in Australia during a face-to-face interview.
2. A separate form is to be completed for each individual acting in the capacity of Borrower, Guarantor, Attorney under a Power of Attorney, or Identity Declarant.
3. The verifier can only be a Bank of Melbourne staff member or a Bank of Melbourne accredited Broker (for Broker-originated applications).
4. Current and original documents must be used for verification unless otherwise stated.
5. If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.
6. The verifier is to submit copies of the originals with this document.
7. Where verification is undertaken by a Bank of Melbourne accredited Broker, the Broker must certify copies of the original identification documents by signing, dating, and endorsing the copy as a true copy of the original document.
8. Where Section 2 is used the verifier must be reasonably satisfied that the photographic documents bear a reasonable likeness to the person being identified.
9. 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.
10. Place a tick (✓) in the box beside the documents for which copies have been provided for Verification of Identity.

SECTION 1: DETAILS OF PERSON BEING IDENTIFIED

This identification relates to

- Borrower Guarantor Attorney under a Power of Attorney Identity Declarant (tick one box)

SECTION 2: PRIMARY IDENTIFICATION WITH PHOTOGRAPHIC IDENTITY DOCUMENTS

Person being identified to supply one of the following documents containing their photo and signature.

- Australian passport (can either be current or expired within the last two years but must not be defaced, mutilated or cancelled)
- Foreign passport
- Foreign travel document
- Australian driver's licence/permit (can either be a driver's licence, learner's permit)
- Foreign driver's licence
- Proof of age card issued by a State or Territory (or equivalent)
- 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 document(s)?

- 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 2.B

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 2.B: Change of Name

If the name on the identification document(s) supplied in Section 2 or 2.A 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 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
- Descent 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
- be verified as outlined in Section 2 using a separate **Verification of Identity Certificate** form

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, and
- attend a face to face verification interview along with the person being identified and provide Photographic Identification Documents
- be verified as outlined in Section 2 using a separate **Verification of Identity Certificate** 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 either Section 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 (insert your full name here)

Occupation (insert job title and full name of organisation)

hereby certify that:

- a) The original and current identification as marked above, or over, were produced to me in a face to face interview and copies of these documents are attached to this certification.
- b) Where evidenced the person identified has a reasonable likeness to the person in the photographs included in the original identity documents.
- c) The Verification of Identity has been conducted in accordance with Westpac Group policy.
- d) Copies of the documents attached to this certification are endorsed by me as true copies (Brokers only).

Verifier's Signature

Contact Telephone Number

Date <DD/MM/YYYY>

PRIVACY STATEMENT The personal information we collect from you on this form will be used to identify you. We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf and other organisations that assist us with our business. Our privacy policy, available at bankofmelbourne.com.au or by calling 13 22 66, contains further information about how we manage your personal information

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