



Bank of  
Melbourne

# Verification of Identity Certificate – Broker.

This form is **only used for face-to-face interviews conducted in Australia** for Verification of Identity.

The verifier can only be a **Bank of Melbourne Accredited Broker** (for Broker Originated Applications).

## Instructions for completing this form

1. Broker must submit copies of the original documents along with this **completed and signed form (Section 5)**.
2. 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.
- Broker 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

## 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
- Medicare card
- 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.**

**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.

#### Section 4 – Listed category of identity declarant (continued).

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, **Broker Full Name**

Occupation (insert job title)

confirm that:

- a) The original and current identification, 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 ID Process.

Verifier's Signature

Contact Telephone Number

Date

**IMPORTANT** If any of the information related to (or provided by) the Westpac Group that you rely on is printed, downloaded or stored in any manner on your systems, files or otherwise, please ensure that you update your systems and files with the most up-to-date information provided by us and rely only on such updated information.