



Certified Identification Form (CID) details certified for an individual.

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 driver's 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/Health Care 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 Veterans' Affairs pension card.
- Tenancy/lease agreement (must be current).

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Group 3 – Secondary identification documents (continued).

- 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 and 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.

Privacy Statement and Consent Request.

Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at bankofmelbourne.com.au/privacy/privacy-statement or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Marketing Communications.

We will use your personal information to send you offers for products and services we believe may be of interest and value to you (including by email, SMS or other means) unless you have previously told us that you do not want to receive marketing offers from us. The products and services offered may be provided by us or one of our third-party partners. If you do not want to receive direct marketing offers from us, you can manage your marketing preferences in your online banking profile, let us know using the contact details in our [Privacy Statement](#) or follow the opt-out instructions in the message.

Consent Request.

You consent to us collecting and holding any sensitive information such as health information or information about your racial or ethnic origin which appears on certified copies of your identity documents. You will not be able to withdraw your consent to us holding this information after it has been provided because we are required to retain copies of identification documents under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

If you do not consent to our collection of any such sensitive information, you may verify your identity in person at any of our branches.

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

Date

Are you known by any other names ?

Yes No If yes, please specify.

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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 (PO Box not allowed)

Daytime contact number

Country code

Phone number

Signature

Categories of acceptable certifiers.

Inside Australia.

1. A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations:
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
2. A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
3. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
4. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
5. Bailiff
6. Bank officer with 2 or more continuous years of service
7. Building society officer with 2 or more years of continuous service
8. Chief executive officer of a Commonwealth court
9. Clerk of a court
10. Commissioner for Affidavits
11. Commissioner for Declarations
12. Credit union officer with 2 or more years of continuous service
13. Employee of the Australian Trade and Investment Commission who is:
 - in a country or place outside of Australia; and
 - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
 - exercising his or her function at that place
14. Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place

Categories of acceptable certifiers (continued).

15. Fellow of the National Tax Accountants' Association
 16. Finance company officer with 2 or more years of continuous service
 17. Holder of a statutory office not specified elsewhere in this list
 18. Judge of a court
 19. Justice of the Peace
 20. Magistrate
 21. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 22. Master of a court
 23. Member of Chartered Secretaries Australia
 24. Member of Engineers Australia, other than at the grade of student
 25. Member of the Association of Taxation and Management Accountants
 26. 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
 27. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
 28. Member of:
 - the Parliament of the Commonwealth; or
 - the Parliament of a State; or
 - a Territory legislature; or
 - a local government authority of a State or Territory
 29. Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
 30. Notary public
 31. Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
 32. Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority; or
 - a local government authority with 2 or more years of continuous service and is a person not already specified elsewhere in this list
 33. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 34. Police officer
 35. Registrar, or Deputy Registrar, of a court
 36. Senior Executive Service employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority
 37. Sheriff or Sheriff's officer
 38. Teacher employed on a full-time basis at a school or tertiary education institution
 39. Member of the Australasian Institute of Mining and Metallurgy
 40. 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.
 41. An 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
- Outside Australia.**
1. A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
 2. An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service
 3. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 4. Employee of the Australian Trade and Investment Commission who is:
 - in a country or place outside of Australia; and
 - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
 - exercising his or her function at that place
 5. Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place
 6. Judge of a court
 7. Magistrate
 8. Registrar, or Deputy Registrar, of a court
 9. A person authorised as a notary public in a foreign jurisdiction
 10. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
 11. A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents.

Branch/Office use only.

Employee name

Employee number

Branch name

Branch number

Signature