

PART II - ACCEPTABLE SECONDARY ID DOCUMENTS – only needs to be completed if you do not own a document from Part I

Select ONE valid option from this section

Notes

<input type="checkbox"/>	Australian birth certificate	Must contain a document reference number as well as your full name and either residential address (not PO Box) and/or date of birth.
<input type="checkbox"/>	Australian citizenship certificate	
<input type="checkbox"/>	Pension card issued by Centrelink	
<input type="checkbox"/>	Health card issued by Centrelink	

And ONE valid option from this section

Notes

<input type="checkbox"/>	A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address.	Must be on letterhead and show your full name and residential address.
<input type="checkbox"/>	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. Block out the TFN before scanning, copying or storing this document.	
<input type="checkbox"/>	A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address).	
<input type="checkbox"/>	If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school	

PART III – ACCEPTABLE FOREIGN ID DOCUMENTS – only needs be completed if you do not have a document from Part I

BOTH documents from this section must be presented

Notes

<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth*	*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.
<input type="checkbox"/>	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued*	

Have you changed your name or are you signing on behalf of another person?

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of Name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Power of Attorney or Guardian	Guardianship Papers, Power of Attorney, Grant of Probate, Letters of Administration, Will or any other documentation confirming your authority to act.

3. Certification of Identification Documents

All copied pages of ORIGINAL proof of identification documents (including linking documents) need to be certified as true copies by any individual approved to do so (see below).

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 the 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 the information.

Privacy laws protect your privacy. For more information, read our "Protecting Your Privacy" brochure available at www.advance.com.au or from our Contact Centre on 1800 819 935.

Certifier's Declaration

I certify that:

1. I sighted originals of the documents noted in Part 2 of this form;
2. 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 in section 1 of the form.

Full name of certifier

Title

First name

Last name

Daytime contact number

Signature

Date

Category of acceptable certifier

Number from the following list

Qualification Number (if applicable)

To assist you the following is a list of persons authorised to certify copies of your identity documents:

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).
2	a judge of a court.
3	a magistrate.
4	a chief executive officer of a Commonwealth court.
5	a registrar or deputy registrar of a court.
6	a notary public (for the purposes of the Statutory Declaration Regulations 1993).
7	a police officer.
8	an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
9	a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.
10	an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declarations Regulations 1993).
11	A Justice of the Peace.
12	An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
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.
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).
15	an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
16	Any person specifically appointed as our agent to certify identity.

Note: Non Residents

Acceptable certifiers is limited to categories numbered 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 as equivalent within the certifier's country of residence.

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