

Providing proof of identity

Some forms require you to provide proof of identity. Please find below some important information about providing this information.

What are acceptable documents?

The following documents may be used to provide proof of identity:

Either one of the following:

- Drivers license issued under State or Territory law
- Passport

OR

One of the following:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles the person to financial benefits.

AND

One of the following:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address.

For example:

- Tax Office Notice of Assessment
- Rates notice from a local council.

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

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking document
Change of name	Marriage certificate, deed poll or change of name certificate from the Birth, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Power of Attorney

Who can certify identification documents?

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

The following persons can certify copies of the originals as true and correct copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, such as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate or
- a Chief Executive Officer of a Commonwealth Court.

What do they need to do?

The person who is authorised to certify documents must:

- sight the original and the copy and make sure both documents are identical
- make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of Peace, Australia Post employee, etc.) and date.

Please note that copied, faxed or scanned copies of certified documents do not comply with our identification requirements and are not acceptable.

Need more information? **Call 1800 222 209**
or visit our website at **www.quadrantsuper.com.au**

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