



## Identification Form – Individuals / Sole Traders

### Applicant's Information

#### Personal Details

Title

Full Given Names

Surname

Date of birth

Residential address (PO Box not acceptable)

Street Address

Suburb

Postcode

State

Country

Complete this part only if individual is sole trader

Full Business Name (if any)

ABN

Principal Place of Business (PO Box not acceptable)

Street Address

Suburb

Postcode

State

### Verification Procedure

Verify the individual's full name; and EITHER their date of birth or residential address.

Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)

#### PART I – ACCEPTABLE PRIMARY ID DOCUMENTS

Tick 1	Select ONE valid option from this section only
<input type="checkbox"/>	Australian State / Territory driver's license containing a photograph of the person
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Proof of Age Card issued under a State or Territory containing a photograph of the person
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*

#### PART II – ACCEPTABLE SECONDARY ID DOCUMENTS

should only be completed if the individual does not own a document from Part I

Tick 1	Select ONE valid option from this section
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Pension card issued by Centrelink
<input type="checkbox"/>	Health card issued by Centrelink
Tick 1	AND ONE valid option from this section
<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
<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

*should only be completed if the individual does not own a document from Part I*

Tick 2	BOTH documents from this section must be presented
<input type="checkbox"/>	Foreign driver's license that contains a photograph of the person in whose name it issued and the individual's date of birth*
<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*

*\*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.*

### Record of Verification Procedure

**IMPORTANT:**

*Please ensure that certified copies of the ID documents (and any translation, if applicable) which were used to verify the applicant's identity is provided to The SILC Group Operations Team*

ID Document Details	Document 1		Document 2	
Verified From	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy
Document Type				
Document Issuer				
Issue Date				
Expiry Date				
Document Number				
Accredited English Translation	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted

Certified copies of ID documents (and any translation, if applicable) attached?  Yes  No

### Identification and verification conducted by:

Date Verified

Signature

Full Name

Phone

ACL or AFSL No

Category\*

*\*refer "How to certify your documents" page for a list of individuals who may certify documents*

## HOW TO CERTIFY YOUR DOCUMENTS

A certified copy is a document that has been certified as a true copy of an original document.

To certify a document, take the original document and a photocopy to one of the people listed in the categories below and ask them to certify that the photocopy is a true and correct copy of the original document. That person will need to print their name, date and the capacity in which they are signing (e.g. postal agent, Justice of the Peace).

Sample wording is as follows:

I, *[full name]*, as *[category of persons as listed below]*, certify that this *[name of document]* is a true and correct copy of the original *[signature and date]*.

### Who Can Certify Copies Of Identification (ID) Documents?

Legal	<input type="checkbox"/> solicitor or barrister (that is, a person who is 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)); <input type="checkbox"/> a judge of a court; <input type="checkbox"/> a magistrate; <input type="checkbox"/> a chief executive officer of a Commonwealth court; <input type="checkbox"/> a registrar or deputy registrar of a court; <input type="checkbox"/> a notary public
JP	a Justice of the Peace
Police	a police officer
Chartered Accountant	a member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants Australia or the National Institute of Accountants with 2 or more years of continuous membership
Post Office	<ul style="list-style-type: none"> <li>• an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li> <li>• a 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</li> </ul>
Diplomatic service	<ul style="list-style-type: none"> <li>• an Australian consular officer</li> <li>• an Australian diplomatic officer (within the meaning of the <i>Consular Fees Act 1985</i>)</li> </ul>
Financial corporations (Bank, Building Society, Credit Union)	<ul style="list-style-type: none"> <li>• an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);</li> <li>• a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);</li> <li>• an officer with, or authorised representative of, a holder of an Australian financial services license, having 2 or more continuous years of service with one or more licensees.</li> </ul>