

100 POINTS OF IDENTIFICATION CHECKLIST

For Property at:

GUIDE NOTES

- This checklist is to be used to verify the names and identity of the party to be identified.
- A checklist must be completed for each party (e.g. owner, tenant or legally appointed representative).
- This checklist should be completed face to face.
- Where possible, originals or certified copies of documents should be sighted by the Agent.
- Copies of the documents should be obtained and retained by the Agent in compliance with the National Privacy Principles.

PARTY TO BE IDENTIFIED

Name: as

DOCUMENTS FROM WHICH THE 100 POINT IDENTITY CHECK MAY BE UNDERTAKEN

1. Primary Documents	No. of Points
☐ Birth Certificate or Extract ☐ Citizenship Certificate International Travel Document ☐ A current passport ☐ Expired passport which has not been cancelled and was current within the preceding 2 years ☐ Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)	70
Note: Do not score additional points for more than one document in this category	
2. Name of person verified from one of the following: <i>(but only where they contain a photograph or signature that can be matched)</i>	No. of Points
☐ A licence or permit issued under law of the Commonwealth, a State or Territory (e.g. an Australian driver's licence) ☐ An identification card issued to a public employee ☐ An identification card issued by the Commonwealth, State or Territory as evidence of the person's entitlement to financial benefit ☐ An identification card issued to a student at a tertiary education institution	40 for first document from this Category. 25 for additional document/s from this Category.
Note: Additional documents can be awarded 25 points	
3. Name and address of person verified from any of the following:	No. of Points
☐ A current employer, or a previous employer within the last 2 years ☐ A rating authority (e.g. land rates) ☐ The Credit Reference Association of Australia (subject to the <i>Privacy Act 1988</i>) ☐ Land Titles Office Records	35
4. Name, address and telephone number verified:	No. of Points
☐ By reference to the latest telephone directory published by Telstra or by advice provided by Telstra ☐ By telephone contact with the signatory on that telephone number	25
5. Name of person verified from any other secondary identification document	No. of Points
☐ ☐ e.g. marriage certificate (for maiden name only), credit card, council rates, telephone account, foreign driver's licence, Medicare card etc.	25
Note: More than one document may be counted, but points scored from a particular source may be counted only once. e.g. If MasterCard and Visa Card issued from the same financial institution, only one may be counted.	
6. Name and address of the person verified from any of the following:	No. of Points
☐ The records of a public utility ☐ A record held under a law other than a law relating to land titles (for which see No. 3)	25
7. Name and date of birth of person verified from any of the following:	No. of Points
☐ The records of a primary, secondary or tertiary education institution attended by the signatory within the last 10 years ☐ The records of a professional or trade association of which the signatory is a member	25
TOTAL POINTS	