

# VERIFICATION OF IDENTITY FORM



**Privacy Notice** – we collect your name, contact and other details to confirm your identity and to support the finalisation of the deceased customer's estate. For more information about how we collect and handle your personal information, including how you can access your personal information or contact us with any feedback, please see our [Privacy Policy](http://www.winsec.com.au/privacy-policy) which is available at [www.winsec.com.au/privacy-policy](http://www.winsec.com.au/privacy-policy).

## 1. Details of Person being Identified

Title (tick)

Mr Mrs Miss Ms Other

☐ ☐ ☐ ☐ ☐

First name and middle name (if any)

Surname

Other name(s) known by

Residential Address

Date of birth

Mailing address (if different from residential)

Email address

Contact number

Declaration:

I understand and acknowledge that the law requires applicants to provide true and correct information and state all the names by which they are commonly known. I also understand that the law prohibits the use of false names, as well as giving, use or production of false and misleading information or documents in connections with the provision of financial services and the making, possession or use of a false document in connection with an identification procedure.

I declare that the details as shown on this form are complete and correct and that I will advise Winsec if these details change.

I confirm that I am authorised to provide the personal information in this form and I consent to Winsec verifying the identification information with the document issuer or official record holder via a third party provider.

Signature

Date

## 2. Details of Identifier

First name and middle name (if any)

Surname

Qualification Category (see 4 below)

Business Address

Email address

Phone number

Business name

Authentication stamp

Declaration of certifier

- I have examined the original of all the individual's identification documents ticked below
- The certified copies of the individual's identification documents attached are true and correct copies of the original documents that I have examined and certified
- The individual has signed this form in my presence

Signature

Date

**Notes of guidance:** You (being the certifier) need to examine the person's original identification documents and certify the copy of the document by writing: '**I declare this to be a true and correct copy of the original document**', then record your signature, print your full name and date.

## 3. How to Certify

### Acceptable identification documents:

Please tick the box for the certified documents provided. The documents should include at least:

- **TWO** Primary identification document type; OR
- **ONE** Primary identification document **and TWO** different types of Secondary identification documents.

If your name is different in your identification documents, please provide one of the linkage documents at the end of the table.

If your identification document is written in a language other than English, you must provide a translation into English by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters.

Please tick the box for the certified documents provided.

Category	Verification Document
Primary Identification Document Types	Australian photographic driver's licence or learner's permit <b>Front &amp; Back showing both Licence No. &amp; Card No.</b>
	Australian Passport (current, or one that has expired within the past two years)
	Foreign Passport
	Australian State/Territory Government issued Proof of Age card
	Government issued National Identification card
	Australian Firearms/Shooting Licence
	Australian Explosives Licence
	Australian Waterways/Boat Licence
Secondary Identification Document Types	Birth certificate, birth card, birth extract issued by an Australian State or Territory, or Foreign Government
	Australian Medicare card
	Credit card/Debit card from a Financial Institution
	Australian citizenship certificate
	Australian Government card or notice issued by Centrelink to concession holder which includes any ONE of: <ul style="list-style-type: none"> <li>- DHS Commonwealth Seniors Health Card or Health Care Card</li> <li>- DHS or DVA Pensioner Concession card</li> <li>- Benefits Notice (less than 12 months old)</li> </ul>
	Australian ImmiCard. Includes any ONE of: <ul style="list-style-type: none"> <li>- Evidence of Immigration Status (EIS) ImmiCard</li> <li>- Permanent Resident Evidence (PRE) ImmiCard</li> <li>- Residence Determination ImmiCard (RDI)</li> </ul>
	Australian School attendance letter issued by principal to person under 18, recording residential address and period of attendance (less than 3 months old)
	Australian Tax Office (ATO) assessment notice (less than 12 months old) with name and residential address
	Utilities Notice from a local government body (eg. Council rates bill) <b>OR</b> utility (eg. gas, electricity or water bill) provider showing name and residential address, and records provision of services to that person (issued within the preceding 3 months)
	Notice issued by approved Australian Aged Care facility (less than 12 months old) with name and residential address
	Letter issued by the Australian Electoral Commission (less than 3 months old) with name and residential address

<b>Acceptable Linking Documents (if your name or address in the Secondary identification documents does not match)</b>			
<b>Name</b>	Adoption Papers	Birth Certificate with Endorsement	Change of Name Certificate (Deed Poll)
	Court Order	Marriage Certificate	Certificate of Divorce (Decree Nisi)
<b>Address</b>	Lease/Rental Agreement	Change of Address label on back of Driver's Licence	Utility Bill (no more than 3 months old)

#### 4. Who can certify your documents?

##### **PERSONS AUTHORISED TO CERTIFY**

The following is a list of Authorised persons who can certify a copy of the individual's identification documents.

An Authorised Person must be either an Australian Citizen or Permanent Resident of Australia.

##### **AUTHORISED PERSONS IN AUSTRALIA**

The following is a list of Authorised Persons where the Authorised Person is an officer who holds position within Australia:

1. Architect
2. Chiropractor
3. Conveyancer
4. Dentist
5. Financial adviser or financial planner
6. Legal practitioner
7. Medical practitioner
8. Midwife
9. Migration agent
10. Nurse
11. Occupational therapist
12. Optometrist
13. Patent attorney
14. Pharmacist
15. Physiotherapist
16. Psychologist
17. Trade marks attorney
18. Veterinary surgeon
19. An accountant who meets at least one of the following criteria:
  - a. Fellow of the National Tax Accountants' Association
  - b. Member of Chartered Accountants Australia and New Zealand
  - c. Member of the Association of Taxation and Management Accountants
  - d. Member of CPA Australia
  - e. Member of the Institute of Public Accountants

20. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
21. Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
22. Australian Consular Officer or Australian Diplomatic Officer
23. Bailiff
24. Bank officer with 5 or more continuous years of service
25. Building society officer with 5 or more years of continuous service
26. Chief executive officer of a Commonwealth court
27. Clerk of a court
28. Commissioner for Declarations
29. Credit union officer with 5 or more years of continuous service
30. Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised
31. Employee of the Australian Trade and Investment Commission who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place
32. Employee of the Commonwealth who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place
33. An engineer who meets at least one of the following criteria:
  - a. A member of Engineers Australia, other than a student
  - b. A Registered Professional Engineer of Professionals Australia
  - c. Registered as an engineer under a law of the Commonwealth or a State or Territory
  - d. Registered on the National Engineering Register by Engineers Australia
34. Finance company officer with 5 or more years of continuous service
35. Holder of a Commonwealth statutory office not otherwise specified (for example, Director of the Australian Institute of Family Studies)
36. IBAC Officers
37. Judge
38. Justice of the Peace
39. Local government Councillor
40. Magistrate
41. Registered marriage celebrant
42. Master of a court
43. Member of the Australian Defence Force who meets at least one of the following criteria:
  - a. An officer
  - b. A non-commissioned officer with 5 or more years of continuous service
  - c. A warrant officer
44. Member of the Australasian Institute of Mining and Metallurgy
45. Member of the Governance Institute of Australia Ltd

46. Member of the Parliament of a State
47. Member of a Territory legislature
48. Member of a local government authority
49. Registered minister of religion
50. Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
51. Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office providing postal services to the public
52. Permanent employee with 5 or more years of continuous service who is not otherwise specified, if employed at one of the following:
  - a. State
  - b. Territory
  - c. State authority
  - d. Territory authority
  - e. Local government authority
53. Police officer
54. Police reservist
55. Protective service officer (PSO)
56. Registrar, or Deputy Registrar, of a court
57. A school principal
58. Senior executive employee of a Commonwealth authority
59. Senior executive employee of a State or Territory
60. Senior Executive Service employee of the Commonwealth
61. Sheriff
62. Sheriff's officer
63. State Trustees officer or employee with a classification level of 2 or above
64. Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
65. Transport Accident Commission officer or employee with a classification of level 2 or above
66. VicRoads officer or employee with a classification of level 2 or above
67. Victorian Inspectorate Officer
68. A Victorian Public Service employee with a prescribed classification level of 2 or above (for example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2)
69. Victorian WorkCover Authority officer or employee with a classification of band 2 or above
70. A judicial officer (for example, a judge or magistrate)
71. An associate to a judicial officer
72. An honorary justice
73. The prothonotary or a deputy prothonotary of the Supreme Court
74. The registrar of probates or an assistant registrar of probates
75. The registrar or a deputy registrar of the County Court
76. The principal registrar, a registrar or a deputy registrar of the Magistrates' Court
77. The principal registrar, a registrar or a deputy registrar of the Children's Court

78. The principal registrar, a registrar or a deputy registrar of VCAT
79. The principal registrar or a registrar of the Coroners Court
80. A member of VCAT
81. A member or former member of either House of the Parliament of Victoria
82. A member or former member of either House of the Parliament of the Commonwealth
83. A public notary
84. A senior officer of a Victorian municipal Council who meets one of the following criteria:
  - a. Chief Executive Officer
  - b. A member of Council staff with management responsibilities and reporting directly to the Chief Executive Officer
  - c. Any other member of Council staff earning a salary of at least \$124,000 (or a higher threshold, if specified by the Minister under s 97B of the Local Government Act 1989)
85. A fellow of the Institute of Legal Executives (Victoria)
86. A person acting judicially (for example, an arbitrator or any person or body with authority to hear, receive and examine evidence)
87. Any other officer or person empowered, authorised or permitted by or under any Act or rules of a court or rules of a tribunal to administer affidavits

*If you reside in a country outside of the above list, please refer to your government website for a list of prescribed persons. Alternatively, you can visit the Australian Embassy or Consulate.*