

VERIFICATION OF IDENTITY (VOI) IDENTIFICATION CHECKLIST

Full Name of Person being Identified:.....
Current Address:
Property Address:
Person conducting Identity Check:.....
Location of Identity Check:

Documents produced to identify the Person Being Identified face-to-face. **Each of the required documents** in the relevant category or sub-category must be produced, inspected, copied and the copy certified as a true copy.

Category	Minimum Document Requirements
	For persons who are Australian citizens or residents
1	<input type="checkbox"/> Australian passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* <u>plus</u> <input type="checkbox"/> Australian Drivers Licence or Photo Card** <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
2	<input type="checkbox"/> Australian passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* <u>plus</u> <input type="checkbox"/> Full birth certificate or citizen certificate or descent certificate <u>plus</u> <input type="checkbox"/> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
3	<input type="checkbox"/> Australian driver's licence or Photo Card** <u>plus</u> <input type="checkbox"/> Full birth certificate or citizen certificate or descent certificate <u>plus</u> <input type="checkbox"/> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
4a	<input type="checkbox"/> Australian passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* <u>plus</u> <input type="checkbox"/> Another form of government issued <u>photographic</u> identity document <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
4b	<input type="checkbox"/> Australian passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard* <u>plus</u> <input type="checkbox"/> Full birth certificate <u>plus</u> <input type="checkbox"/> Another form of government issued <u>photographic</u> identity document <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
5a	<input type="checkbox"/> Identifier Declaration <u>plus</u> <input type="checkbox"/> Full birth certificate or citizen certificate or descent certificate <u>plus</u> <input type="checkbox"/> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
5b	<input type="checkbox"/> Identifier Declaration by a person specified in the Verification of Identity Standard paragraph 6.3(a)(v) <u>plus</u> <input type="checkbox"/> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary <p style="text-align: center;">NOTE: Refer to Verification of Identity Standard clause 6.3</p>
	For persons who are not Australian citizens or residents
6a	<input type="checkbox"/> Foreign Passport <u>plus</u> <input type="checkbox"/> Another form of government issued <u>photographic</u> identity document <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary
6b	<input type="checkbox"/> Foreign passport <u>plus</u> <input type="checkbox"/> Full birth certificate <u>plus</u> <input type="checkbox"/> Another form of government issued <u>photographic</u> identity document <u>plus</u> <input type="checkbox"/> Change of name or marriage certificate if necessary

*An Australian Permanent Resident Evidence Immicard or Australian Residence Determination Immicard is able to be used until 1 July 2020 if not expired and if verified using the Visa Entitlement Verification Online system.

** A Photo Card is a card issued by the Commonwealth or any State or Territory showing a photograph of the holder and enabling the holder to evidence their age and/or their identity

The person being identified must produce the genuine, current original of every document in the highest category or sub-category possible. Documents produced must be current, except for an expired Australian Passport which has not been cancelled and was current with in the preceding two years.

Identifier Declaration – Australian citizens and residents only

An identifier Declaration is a statutory declaration with prescribed content. It must be declared by –

- an adult who has known you for more than 12 months;
and not a relative nor party to the conveyancing transaction;
and
- where Category 5b documents are used to verify you – an Australian Legal Practitioner, a Bank Manager, Community Leader, Court Officer, Doctor, Land Council Officeholder, Licensed Conveyancer, Local Government Officeholder, Nurse, Public Servant or Police.

The Declarant must attend the VOI interview with the person being identified. The Declarant must also have their identity verified using Category 1-4 documents.

Optional Certificates on page 3...



VERIFICATION OF IDENTITY INTERVIEWER'S CERTIFICATES

(Optional templates for use by person conducting the face-to-face interview of the Person Being Identified)

I,, *[Name of person conducting interview]*

hereby certify as follows:

- 1. All Documents (front, back, internal pages) appear **authentic, original and current** Yes No
- 2. All photographs were a reasonable likeness to the Person being Identified (checked **mouth, nose, eyes, cheek bones, hair, ears, jawline, other notable features**) Yes No
- 3. I photocopied the Identity Documents and endorsed & signed the copies Yes No
- 4. I observed the client sign the Client Authorisation Yes No
- 5. I signed the Client Authorisation Yes No
- 6. I observed the client sign and I witnessed the Real Property Document(s) listed below: Yes No

.....

- 7. The signatures on Identity Documents and the above Document(s) witnessed/signed by me appear to be made by the person giving the Certificate of Client below Yes No

- 8. I took further steps listed below: Yes No

.....

.....

.....
[Signature of interviewer]

.....
[Date]

CLIENT'S CERTIFICATE

(Use where the Person Being Identified is signing as or for a party to the transaction)

I,, *[Name of person conducting verification of identity]*

hereby certify as follows:

- 1. I am the person named in the Identity Documents listed overleaf which were issued to me and are current.
- 2. I am entitled to deal with the property listed above –
 - *as a contracting party
 - *on behalf of the contracting party and I am authorised by them to sign Transaction documents on their behalf in the following capacity:

.....

- 3. My usual signature appears below.

.....
[Signature of Client or person authorised to sign]

.....
[Date]

IDENTITY DECLARANT'S CERTIFICATE

(Use where the Person Being Identified is an Identity Declarant)

I,, *[Name of Identity Declarant]*

hereby certify as follows:

- 1. I am the person named in the Identity Documents listed overleaf which were issued to me and are current.
- 2. My usual signature appears below. *[Signature of Person Being Identified]*

.....