A guide to verifying your identity

In order for your benefit to be paid, you need to verify your identity by providing clear photocopies of your identity documents. The name shown must be an exact match for:

- The name shown on your AUSfund member account, and
- The name of the bank account into which you are nominating for the funds to be credited.

If you are claiming a benefit of more than $1,000, you will need to get your documents certified. See page 2 for information about certifying documents.

If your name has changed, or you are signing on behalf of someone else, you will need to provide additional certified ID to prove your name or authority to act for the other person.

If you cannot provide sufficient current ID from the list of documents below or do not have access to any of these documents for practical reasons, please contact us to discuss potential acceptable alternatives.

Please send photocopies only. Do not send the originals of any document. If certified copies are required, please send the document that contains the original certification. Do not scan or photocopy documents after they have been certified.

Acceptable identity documents

A clear photocopy of ONE of the following:

Primary photographic ID documents (100 points)

- Vehicle licence (car, motorbike, boat or aircraft)
- Passport
- Proof of age card (not a Keypass card)
- Foreign government or United Nations photo ID or residency card
- Tangentyere Community card
- Larrakia Nation ID card
- Immicard or DFAT-issued identity or travel documents
- Australian defence, law enforcement, security or emergency service credentials
- Australian government issued ID, licence or clearance
- Student ID card

OR a clear photocopy of TWO or more of the following, totalling 100 points. The documents should be of different types.

Primary non-photographic ID

Must contain your name and birthdate (60 points)

- Australian birth certificate or extract of birth
- Foreign birth certificate
- Citizenship certificate
- Current Centrelink pension or health care card

Secondary ID

Must contain your name and current address (40 points)

- A current letter from Centrelink, Veterans Affairs or a department of social housing about a support payment or benefit
- A tax notice of assessment or letter from the ATO issued within the last 12 months
- A letter from a Commonwealth, State or local government authority within the last 12 months, e.g. Council rates notice, electoral enrolment
- A utility bill issued within the last 12 months
- Australia Post Keypass card
- A bank or credit card statement, Medicare refund notice or insurance notice issued in the last 3 months.

Examples of required ID
If your name has changed or you are signing on behalf of another person

In addition to your current ID, you will need to provide evidence of the link between your old and new names, or your legal entitlement to act for the other person. The evidence needs to be certified.

**Evidence of name change**
- Marriage or divorce certificate
- Child's birth certificate showing your family and maiden names
- Change of Name or Deed Poll Certificate
- Legally amended birth or citizenship certificate showing your current and previous names

**Evidence of authority to sign for another person**
- Guardianship papers
- Power of Attorney
- Evidence of custody if signing for a child under 18

You will also need to provide a certified copy of the appropriate proof of identity for the holder of the Guardianship or Attorney and the applicant.

Certified documents

**What is a certified document?**

A certified document is a photocopy of the original document which has been signed by an authorised person verifying that the original and the photocopy are the same.

The authorised person needs to see the original document and the photocopy, check that they are identical and certify all pages of the photocopy by writing or stamping that it is a ‘certified true copy’, followed by their signature, full name, qualification and registration number (if applicable), and the date. For example:

I certify that this document is a true and correct copy of the original viewed by me.

John Smith, Chartered Accountant, registration number #12345
1/11/2018

**Who can certify documents?**

Only people who are licenced or registered to practice their occupation or are professionally employed in certain categories of work have the authority under Australian law to witness statutory declarations and certify your identification documents.

In general, these are people who work in one of the following industries:
- Medical & health services
- Law & legal services
- Law enforcement
- Australian Defence Force
- Teaching
- Australia Post
- Financial services
- Corporate Governance
- Architecture, engineering or mining
- Public Service
- Government or government bodies
- Other statutory authorities

Most chemists, police stations and post offices have someone who can certify documents. You can also find scheduled Justice of the Peace signing stations at many community locations around Australia, such as shopping centres, libraries, court houses and council offices.

The full list of authorised people is provided in our Guide to Certifying your Identification.