

## Instructions for Completion

This form **MUST ONLY** be completed by the *Acceptable Certifier* when you are opening a membership with the Credit Union and if you are corresponding with us externally, e.g. you are unable to visit a branch location and so are mailing in your membership application.

Each signatory on an account must complete a separate Document Certification Form for ID purposes.

**Important:** Please see back page for notes on completing this form, and a list of acceptable ID documents.

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### Certifier's Details

Title	Surname
<input type="text" value="Mr"/>	<input type="text" value="Brown"/>
Given Names	
<input type="text" value="David John"/>	
Occupation (from "Acceptable Certifier Categories", to the right)	
<input type="text" value="Justice of Peace"/>	
Name of Business or Practice	
<input type="text" value="N/A"/>	
Business Address (P.O. Box not acceptable)	
Unit/Floor/Street No.	Street
<input type="text" value="21"/>	<input type="text" value="Jones Rd"/>
Suburb/Town	State
<input type="text" value="Liverpool"/>	<input type="text" value="NSW"/>
Postcode	Work phone
<input type="text" value="2170"/>	<input type="text" value="02 9825 2222"/>
Home phone	Mobile
<input type="text" value="02 9731 3131"/>	<input type="text" value="0404 400 400"/>

### Documents to be Certified

Document Category	Document Type
A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="text" value="Driver's License"/>
Person to whom it relates (Member Name)	
<input type="text" value="Peter Stephens"/>	
Document Category	Document Type
A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="text"/>
Person to whom it relates (Member Name)	
<input type="text"/>	
Document Category	Document Type
A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="text"/>
Person to whom it relates (Member Name)	
<input type="text"/>	

Certifier to tick category which applies to them:

- A person who is listed on the roll of the Supreme Court of a State or Territory, or the High Court of Australia as a legal practitioner.
- A Judge of a Court.
- A Magistrate.
- A Chief Executive Officer of a Commonwealth Court.
- A Notary Public [for the purposes of the Statutory Declaration Regulations 1993 (Cth)].
- A Police Officer. Police ID No.
- An Agent of Australia Post.
- A permanent employee of Australia Post (with 2 or more years of continuous service).
- A Registrar or Deputy Registrar of a Court.
- A Justice of the Peace. Registration No.
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.
- An Australian Consular Officer or Australian Diplomatic Officer.

### Certifier Statement Endorsement

- I have examined the original identification documents listed above
- I have endorsed each copy of the identification documents in the following manner:

**This is to certify that this is a true copy of the original which I sighted**

Date:  
Name:  
Signed:  
Title:  
Registration Number (if applicable):

This is the wording required on the photocopied ID. Please attach certified copy to this form.

It is an offense under the Anti-Money Laundering and Terrorist Financing Act 2006 to give false and misleading information.

Signature

Date

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Each signatory on an account must complete a separate Document Certification Form for ID purposes.

Important: Please see back page for notes on completing this form, and a list of acceptable ID documents.

### Certifier's Details

Title  Surname

Given Names

Occupation (from "Acceptable Certifier Categories", to the right)

Name of Business or Practice

**Business Address** (P.O. Box not acceptable)

Unit/Floor/Street No.  Street

Suburb/Town  State

Postcode  Work phone

Home phone  Mobile

Document Category A  B  C  Document Type

Person to whom it relates (Member Name)

Document Category A  B  C  Document Type

Person to whom it relates (Member Name)

Document Category A  B  C  Document Type

Person to whom it relates (Member Name)

### Acceptable Certifier Categories

Certifier to tick category which applies to them:

- A person who is listed on the roll of the Supreme Court of a State or Territory, or the High Court of Australia as a legal practitioner.
- A Judge of a Court.
- A Magistrate.
- A Chief Executive Officer of a Commonwealth Court.
- A Notary Public [for the purposes of the Statutory Declaration Regulations 1993 (Cth)].
- A Police Officer. Police ID No.
- An Agent of Australia Post.
- A permanent employee of Australia Post (with 2 or more years of continuous service).
- A Registrar or Deputy Registrar of a Court.
- A Justice of the Peace. Registration No.
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.
- An Australian Consular Officer or Australian Diplomatic Officer.

### Certifier Statement Endorsement

I have examined the original identification documents listed above

I have endorsed each copy of the identification documents in the following manner:

**This is to certify that this is a true copy of the original which I sighted**

Date:  
Name:  
Signed:  
Title:  
Registration Number (if applicable):

EXAMPLE

This is the wording required on the photocopied ID. Please attach certified copy to this form.

It is an offense under the Anti-Money Laundering and Terrorist Financing Act 2006 to give false and misleading information.

Signature

Date  /  /

## Notes on completing this form

### Applicant

- If you are presenting original document(s) directly to the Credit Union staff member then your identification documents do not need to be certified and this form does not need to be completed.

#### Certification of Documents

- Select suitable identification documents from the list of acceptable identification documents below
- Select a Certifier from the Authorised Certifiers Categories list (see below)
- Provide the Authorised Certifier with:
  - A Credit Union Document Certification Form
  - Original Identification documents
  - Photocopies of the Original Identification documents (the Certifier must endorse each photocopy with the endorsement on the front of this form)
- Ensure this form is signed by the Authorised Certifier.

### Certifier

- Complete **Certifier Details Section**
- Examine the applicant's original documents and copies presented
- Confirm that the copies are true copies of the original (not a photocopy of a copy)
- Endorse each copy with the statement as specified in the **Certifier's Statement Endorsement** section
- If not completed prior, enter details of the acceptable Identification details in the **Documents to be Certified** section
- Ensure all relevant sections of this form have been completed
- Sign and date the form within the **Certifier Statement Endorsement** section.

## Acceptable Identification Documents

You are required to provide the following identification with your application for membership:

- A. One document from Category A, Photographic Identification, OR
- B. If no photo identification, choose one of the following options:
- 1) One document from Category B, Non Photographic Identification, **AND** one document from Category C, Secondary Identification OR
  - 2) Two documents from Category B, Non Photographic Identification.

### Category A - Photographic Identification

- A current drivers licence or permit issued by an Australian State or Territory that contains the person's photograph.
- A current passport issued by the Australian government (or one that has expired within last 2 years) that contains the person's photograph.
- A passport or similar document issued for the purpose of international travel that:
  - Contains a photograph and the signature of the person named.
  - Is issued by a foreign government, the United Nations or an agency of the United Nations.
  - If not written in a language that is understood by the person verifying the document, must be accompanied by an English translation prepared by an accredited translator.
- A card issued by an Australian State or Territory for the purpose of proving the person's age, which contains a photograph of the person in whose name the document is issued e.g. Proof of Age card, Fire Arms Licence/Permit NSW or a NSW Police Licence.

### Category B - Non Photographic Identification

- A birth certificate or birth extract issued by a State or Territory.
- A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations or an agency of the United Nations (where relevant with English translation prepared by an accredited translator).
- A citizenship certificate issued by the Australian government.
- A citizenship certificate issued by a foreign government (where relevant with English translation prepared by an accredited translator).
- A pension card issued by Centrelink that entitles the person in whose name the card is issued to financial benefits.
- An electoral enrolment card.
- A Medicare card, Department of Veteran's Affairs entitlement card or any other current entitlement card issued by the Australian government.
- Waterways Licence NSW displaying the Date of Birth, Name, Address and date of issue.
- Loan documents held by the Credit Union.
- Records relating to a mortgage granted to the person by another financial institution other than the Credit Union.
- Land Title Office Records.

### Category C - Secondary Identification

- A notice issued to an individual by the Australian government, a State or Territory within the last 12 months that contains the name of the individual and their residential address and records the provision of financial benefits to the individual.
- A notice of assessment issued to an individual by the Australian Taxation Office within the last 12 months that contains the name of the individual and their residential address.
- A notice that was issued to an individual by a local government body or utilities provider within the preceding three months that contains the name of the individual and their residential address and records the provision of services to that address or to that person.
- Australian Federal Police identity card displaying name, service no., signature and photo.
- Notice issued to a person by a school principal within the preceding three months that contains the name of the person and their residential address and records the period of time that the person attended at the school.
- A written reference from a community leader who is recognised by the members of the community to be a community leader, a member of a regional council under section 21 of the Aboriginal Land rights (Northern Territory) Act 1976 or a member of the staff of the Aboriginal and Torres Strait Islander Commission or a director of an Aboriginal or Torres Strait Islander corporation within the meaning of the Aboriginal and Torres Strait Islander Commission Act 1989.