

PROVIDING CERTIFIED IDENTIFICATION FACT SHEET

Use this Fact Sheet to understand the types of documents that we can accept as proof of your identity and what you need to do to ensure that they are certified correctly.

When submitting forms to Simple Choice Super you may be required to provide documentation so that we can prove you are the person to whom the super account belongs to. Sometimes you'll be asked if you want to consent to us verifying your identity electronically, sometimes you'll be asked to provide certified documents in hard copy, and sometimes it might be a mixture of the two forms.

Acceptable Identification Proof Documents

Generally, an acceptable level of proof of identity will require:

- a. Certified copies of **two primary photographic** identification documents.

OR

- b. A certified copy of **one primary non-photographic** identification document **and one secondary** identification document.

Primary Photographic Identification Documents

- a current Australian or foreign driver's licence (including the back of the licence if your address has changed)
- an Australian passport
- a current foreign passport or similar document issued for the purpose of international travel
- a current card issued under a State or Territory for the purpose of proving a person's age
- a current national identity card issued by a foreign government for the purpose of identification

* Identification documents must not be expired (excepting an Australian passport which may be expired within 2 years).

Primary Non-Photographic Identification Documents

- a birth certificate or birth extract
- a citizenship certificate issued by the Commonwealth
- a pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits

Secondary Identification Documents

- a letter from the Department of Human Services (Centrelink) or other Government body in the last 12 months regarding a Government assistance payment
- a Tax Office Notice of Assessment issued in the last 12 months
- a rates notice from local council issued in the last 3 months
- an electricity, gas or water bill issued in the last 3 months
- a landline phone bill issued in the last 3 months (mobile phone bills will not be accepted)

What is a Certified Copy?

A certified copy is a copy of an original document, which has been certified and signed by a person who is authorised to certify that it is a true and correct copy of the original.

Who can Certify Identification Documents?

For a full listing of people who can certify your documents, see the Statutory Declarations Regulations 1993. Some of the people who can certify copies of originals as true copies in Australia are:

- a medical practitioner
- a nurse
- an optometrist
- a psychologist
- a pharmacist
- a chiropractor
- a dentist
- a physiotherapist
- a teacher employed on a full-time basis at a school or tertiary institution
- an employee with two or more years' continuous service with an office supplying postal services to the public
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- an optometrist
- a veterinary surgeon
- an accountant (member of CA, CPA or IPA)
- a police officer
- a legal practitioner
- a Justice of the Peace
- a magistrate
- a chief executive officer of a Commonwealth court

If you are living overseas, the persons who are authorised to certify copies of originals and true copies include:

- an authorised staff member of an Australian Embassy, High Commission or Consulate
- an authorised employee of the Australian Trade Commission who is in a country or place outside Australia
- an authorised employee of the Commonwealth of Australia who is in a country or place outside Australia
- a member of the Australian Defence Force who is an officer or a non-commissioned officer with 5 or more years of continuous service
- A person authorised as a notary public in a foreign country.

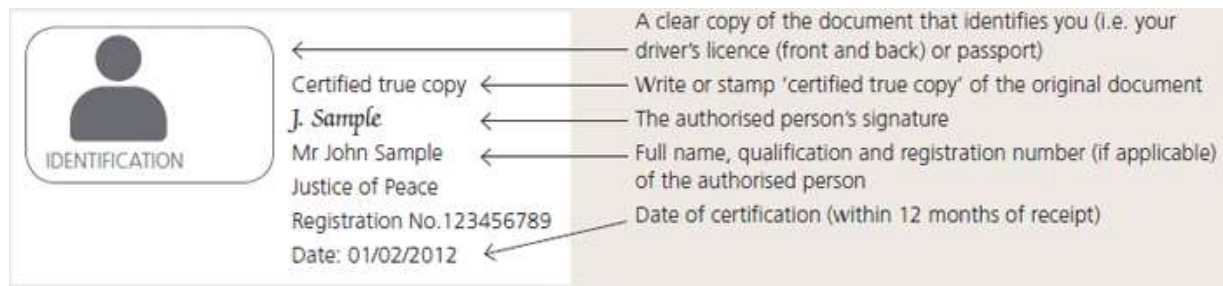
How to Certify an Identification Document

You will need to take your original document, and a clear and legible photocopy of both sides of the original document, to a person who is authorised to certify proof of identity documents.

The person authorised to sight and certify documents must:

- Sight the ORIGINAL and the copy and make sure they are identical; and
- Write or stamp 'certified true copy' on all copied pages followed by their signature, printed name, qualification (e.g. Justice of the Peace), registration number (if applicable) and date.

For example:



Frequently Asked Questions

1. What happens if I've changed my name or I'm signing on behalf of another person?

If you've changed your name or are signing on behalf of the applicant, you'll need to provide a **certified linking document** proving a relationship exists between two (or more) names.

For a change of name you can request linking documents (eg Marriage Certificate, Deed Poll, Change of Name Certificate, Divorce Decree or Registered Relationship Certificate) from the Births Deaths and Marriages Registration Office.

If you are signing on behalf of the applicant, you will need to provide Guardianship papers or Power of Attorney documents.

2. Do proof of identity and/or linking documents need to be translated?

If your proof of identity and/or linking documents are in a language that is not understood by the person carrying out the verification, they must be accompanied by an English translation prepared by an accredited translator.

3. For how long is the certification valid?

Documents certified more than 12 months ago will now be accepted.

4. What if I don't certify my identity documents correctly?

If the identification documents you provide to us are not certified or are incorrectly certified, we may call you to verify your identity over the phone. If you're unable to give us enough information to identify you over the phone, you may need to resend certified proof of identity documents.