

# Certified Identification Form (CID)

## Details Verified by Certifier for an Individual

Original Identification documents must be provided to the Certifier by the individual being identified. The acceptable identification must contain the individuals full name and either residential address and/or date of birth. The acceptable identification documents must comprise:

- Two Primary Photographic identification documents listed below under Primary Photographic (where one must be an Australian passport); or
- One Primary Photographic identification document (other than an Australian passport) listed below under Primary Photographic; and  
One Primary Non-Photographic identification document; and  
One Secondary identification document listed below under Secondary

Note: A certified copy of the identification documents must also be submitted to Homeloans with this form.

Instruction: Place a tick in the box beside each of the documents that copies have been provided for certification.

### Primary Photographic

- Australian or Foreign Passport (current or expired Australian Passport within the preceding 2 years), with English translation by an accredited translator (if not in English)
- Australian drivers licence – Current, Renewed, Interim, Provisional, Driver's, Truck or Learner's
- Proof of Age Card (issued by an Australian State or Territory)

Must contain individuals name and either residential address (not PO Box) or date of birth.

### Primary Non-Photographic

- Birth Certificate (Australian) or Foreign Birth Certificate with English translation by an accredited translator (if not in English)
- Australian Citizenship Certificate
- Pension or Government Health Card (Reference number required) (issued by Centrelink or the Department of Veterans' Affairs)

Must contain individuals name and either residential address (not PO Box) or date of birth.

### Secondary

- Notice issued by a Commonwealth, State or Territory Department. Notice of Financial Benefit less than 12 months old (e.g. Centrelink statement)
- Notice issued by the Australian Tax Office of debt or assessments less than 12 months old
- Notice less than 3 months old issued by a Local Government Body or Utilities Provider that notes the provision of services to that address of that person (e.g. Council Rates, Water Rates, Electricity Bill, Gas Bill and Telephone Landline Bill)
- Medicare Card

Must contain individuals name and either residential address (not PO Box) or date of birth.

### Special Provisions

Aboriginal & Torres Strait Islander Resident in an Isolated Area

- Statement from 2 persons who are recognised as community leaders (including elected members of an Aboriginal Council of the Community to which the individual belongs.)

Must contain individuals name and either date of birth or residential address (not PO Box)

## Details and signature of individual to be identified

Account name

CHARINA MANTILLA

Signature

x

## Certifier's details and declaration

*Note to Certifier: please ensure copies are legible and record the following on each copy of the identification provided. "This is a true copy of an original or certified copy document provided"; then print and sign your name, date and Qualification No. (if applicable) and also provide your details below so that we may contact you if necessary to confirm this information.*

### Certifier's declaration

I confirm that:

1. The person named above signed this form in my presence;
2. I sighted originals of the documents noted on reverse of this form;
3. I am satisfied that the copies of the documents produced are a true copy and have duly certified.
4. The person being identified appears to have similar facial characteristics as the person in the photograph included in the original identity documents referred to on page one of this document.
5. The verification of identity has been conducted in accordance with;
  - i. The Western Australian Commissioner of Titles and Registrar of Title Joint Practice for Verification of Identity; and
  - ii. The Anti-Money Laundering / Counter Terrorism Act (2006)

Category No. of acceptable certifier (see list below):

Qualification No. (if applicable):

Location Documents Verified: (i.e. Australia):

Date Documents Verified:

First name:

Surname:

Residential Address (No PO Box):

State:

Postcode:

Daytime Contact No:

Signature:

Privacy Statement:

*Homeloans Limited is collecting your personal information in order to assist in the identification of the individual named above.*

## Categories of acceptable certifiers

Category Numbers:

1. a lawyer – person enrolled on the roll of the Supreme Court of a State or Territory, or the High court of Australia, as a legal practitioner (however described);
2. a judge of court;
3. a magistrate;
4. a chief executive officer of a Commonwealth court;
5. a registrar or deputy registrar of a court;
6. a notary public (for the purposes of the Statutory Declaration Regulations 1993);
7. a police officer;
8. an Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
9. 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;
10. an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
11. a Justice of the Peace;
12. an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
13. a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
14. a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);
15. an officer with authorised representative of, a holder of an Australian financial services license, having 2 or more continuous years of service with one or more licences;
16. a Commissioner for Affidavits or Declaration of Oaths

Note: Non-Residents – Acceptable identifiers must be an Australian Consular Officer who undertakes Verification of Identity in accordance with the Transfer of Land Act 1893 S154(4).

## Office use only - Identification checked and input by

Staff name:

CARY PADDICK

Office name:

SALES CONSULTANT

Signature