

# ● proof of identity requirements



To ensure Catholic Super is adhering to the Anti-Money Laundering and Counter-Terrorism Financing Act (2006), there are some circumstances when we require proof of your identity before processing your request (e.g. withdrawing from your super, or changing your name).

## Primary photographic identification

You will need to provide a certified copy of one of the following primary identification documents:

### A certified copy of either

	Current Australian driver's licence (including the back of the driver's licence if your address has changed)
<b>OR</b>	Australian passport
<b>OR</b>	Current foreign passport*, or similar document issued for the purpose of international travel*
<b>OR</b>	Current card issued under a State or Territory for the purpose of proving a person's age
<b>OR</b>	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).

## Alternative identification

If you are unable to provide any primary photographic identification, you will need to provide two identification documents – one from each of the following lists:

### LIST 1 – A certified copy of either:

	Birth certificate or birth extract*
<b>OR</b>	Citizenship certificate issued by the Commonwealth
<b>OR</b>	Pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits

**AND**

### LIST 2 – A certified copy of either:

	Letter from the Department of Human Services (Centrelink) or other Government body in the last 12 months regarding a Government assistance payment
<b>OR</b>	Tax Office Notice of Assessment issued in the last 12 months
<b>OR</b>	Rates notice from local council issued in the last 3 months
<b>OR</b>	Electricity, gas or water bill issued in the last 3 months
<b>OR</b>	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 simply a photocopy of your identification that has been verified by an authorised certifier. Please see the following pages for information on who can certify your documents.

The certifier will make a note on the copy to verify that it is a genuine copy of the original identification document.

You will need to post the original certified copy of your identification back to Catholic Super so we can verify that the certification is authentic.

Please send only certified copies of your proof of identification to Catholic Super. Do not send your original documents.

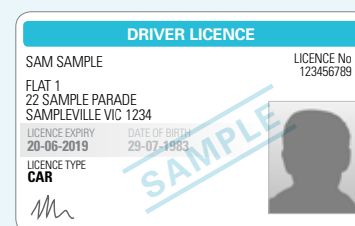
## What does a valid certification look like?

You must show the authorised certifier both your original identification document and a clear copy of the document that identifies you (i.e. either the front and back of your driver's licence, or your passport)

When checking if your document has been certified correctly, you need to ensure the certifier has:

- Written or stamped the words "Certified true copy"
- Written or stamped their full name
- Written or stamped their qualification to verify themselves as an authorised certifier, and their registration number associated with the qualification (if applicable)
- Signed the document
- Dated the document within the last 12 months, and
- Certified all pages of the identification document

### Example



### Certified True Copy

John Citizen  
Justice of the Peace  
Registration No. 123456  
1 June 2018

\* **Translation:** If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator or higher (or an equivalent accreditation), to translate from a language other than English into English.

## Verification

A verification of the certifying party may be performed. If a discrepancy arises, you may be requested to obtain a re-certified document.

## Name change

If you have changed your name, you must provide a certified copy of the relevant name change document, for example, a Marriage Certificate issued by the Registry of Births Deaths & Marriages, Decree Nisi or Deed Poll (in addition to the previously mentioned identification). Please refer to the previous page regarding the translation of documents written in a language other than English.

If your legal name or date of birth does not match exactly to our records (excluding aforementioned name changes), please contact us for further instructions.

## Signing on behalf of another person

If you are signing on behalf of a Catholic Super member, you will need to provide:

- A certified copy of the Guardianship papers or Power of Attorney
- A certified copy of your proof of identity as the holder of the Guardianship or Power of Attorney, and
- A certified copy of the member's proof of identity.

**NOTE:** Guardianship papers or Powers of Attorney can only be certified by specific authorised persons. Please see the following page for information on who can certify these documents.

### Important Note

The information in this document is a guide only and we may request additional documentation prior to any payment.

## Who can certify proof of identity documents in Australia?

- **Australia Post permanent employee or agent** (who is currently employed with the post office & has at least two continuous years of service or is in charge of supplying postal services to the public)
- **Pharmacist**
- **Medical practitioner, chiropractor, dentist, nurse, optometrist, physiotherapist, psychologist**
- **Justice of the Peace**
- **Police Officer, Sheriff or Sheriff's Officer**
- **Australian Consular Officer or Australian Diplomatic Officer** (within the meaning of the *Consular Fees Act 1955*)
- **Legal practitioner on the roll of the Supreme court of a State or Territory, or the High Court of Australia**
- **Bailiff**
- **Bank officer, building society officer or credit union officer** (with two or more continuous years of service)
- **Commissioner for Affidavits or Declarations**
- **Court Officer**, Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- **Fellow of the National Tax Accountant's Association**
- **Finance Company Officer** (with two or more continuous years of service with one or more finance companies)
- **Marriage celebrant** (registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*)
- **Member of Chartered Secretaries Australia**
- **Member of Engineers Australia** (other than at the grade of student)
- **Member of the Association of Taxation and Management Accountants**
- **Member of the Australasian Institute of Mining and Metallurgy**
- **Member of the Australian Defence Force** (who is an officer; or a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more years of continuous service or a warrant officer within the meaning of that Act)
- **Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, the National Institute of Accountants, or Member of the Institute of Public Accountants**
- **Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority** (State or Territory)
- **Minister of Religion** (under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*)
- **Notary Public**
- **Officer with, or Authorised Representative of an Australian Financial Services Licensee** (who has had at least two years of continuous service with one or more licensees)
- **Officer with, or a credit representative of, a holder of an Australian credit licence** (who has had at least two years of continuous service with one or more licensees).
- **Permanent employee of the Commonwealth** (or Commonwealth Authority), **a State or Territory** (or State or Territory Authority), **or a Local Government Authority with two or more years of continuous service**
- **Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made**
- **Senior Executive Service Employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority)
- **Teacher employed on a full-time basis at a school or tertiary education institution**
- **Trade marks attorney**
- **Veterinary surgeon.**

## Who can certify proof of identity documents outside Australia?

- **Authorised staff member of an Australian Embassy, High Commission or Consulate**
- **Authorised employee of the Australian Trade Commission** who is in a country or place outside Australia
- **Authorised employee of the Commonwealth of Australia** who is in a country or place outside Australia
- **Member of the Australian Defence Force** who is an officer or a non-commissioned officer with 5 or more years of continuous service
- **Notary Public from a country ranked 129 or below in the latest Transparency International Corruptions Perception Index**, available on the Transparency International website at [transparency.org](https://www.transparency.org).

## Who can certify Guardianship papers or Powers of Attorney in Australia?

- **Justice of the Peace**
- **Legal practitioner on the roll of the Supreme court of a State or Territory, or the High Court of Australia**
- **Person authorised to administer an oath** in accordance with sections 123C and 124 of the *Evidence (Miscellaneous Provisions) Act 1958 (Vic)*, including:
  - A police officer of or above the rank of sergeant or for the time being in charge of a police station
  - A fellow of the Institute of Legal Executives (Victoria), and
  - An Australian consular officer.

**Note:** Each page of the copy must be certified as a true and complete copy of the corresponding page of the original document, except for the last page which must be certified to the effect that the copy of the document is a true and complete copy of the original document.

For more information about Australian Guardianship papers or Powers of Attorney, please refer to the Australian Government website at [australia.gov.au](https://australia.gov.au).

## Who can witness statutory declarations in Australia?

A statutory declaration will need to be witnessed by a person who both:

- **Is an authorised witness** as listed below, and
- **Has a connection to Australia** (e.g. a doctor who is registered to practise medicine in Australia can witness your declaration, but a doctor who is not registered in Australia cannot).

A full list of authorised Australian witnesses to a statutory declaration is available on the Attorney-General's Department website at [ag.gov.au](https://www.ag.gov.au). These witnesses include, but are not limited to:

- **Australia Post permanent employee or agent** (who is currently employed with the post office & has at least two continuous years of service or is in charge of supplying postal services to the public)
- **Pharmacist**
- **Medical practitioner, chiropractor, dentist, nurse, optometrist, physiotherapist, psychologist**
- **Justice of the Peace**
- **Police Officer, Sheriff or Sheriff's Officer**
- **Australian Consular Officer or Australian Diplomatic Officer** (within the meaning of the *Consular Fees Act 1955*)
- **Legal practitioner on the roll of the Supreme court of a State or Territory, or the High Court of Australia**
- **Bank officer, building society officer or credit union officer** (with five or more continuous years of service)
- **Judge of a court**
- **Teacher employed on a full-time basis at a school or tertiary education institution**
- **Veterinary surgeon.**

If you are overseas, you may be able find someone who is an authorised witness at your nearest Australian Embassy, high commission or consulate. For more information, visit the website of the Department of Foreign Affairs and Trade ([dfat.gov.au](https://www.dfat.gov.au)) or Smartraveller website ([smartraveller.gov.au](https://www.smartraveller.gov.au)). An authorised witness overseas may charge a fee.

If you need any assistance, please contact our Service Centre

→ 1300 655 002 (8am – 8pm AEST/AEDT, Monday to Friday)

→ [info@csf.com.au](mailto:info@csf.com.au)

→ [csf.com.au](https://www.csf.com.au)