

## Member identification – Certification from an ‘acceptable certifier’

Full name of member: \_\_\_\_\_ Member number (office use): \_\_\_\_\_

### Notes of guidance for an ‘acceptable certifier’

The person completing this form must belong to one of the categories listed on the reverse side of this form. *Please tick the appropriate box.*

### The certifier must sight the following ORIGINAL documents and SIGN & ENDORSE a COPY of each document -

Acceptable documentation is divided into 3 groups, Category A, Category B & Category C.

To verify the individual's identity the person must show:

- 1 document from Category A list; OR
- 2 documents from Category B list; OR
- 1 document from Category B list and 1 document from Category C list.

<b>Category A</b> (all must include photo)	<ul style="list-style-type: none"><li>• a passport issued by the Commonwealth government (current or expired &lt; 2 years);</li><li>• a driver's licence or permit issued under a law of a State or Territory;</li><li>• a proof of age card issued by a State or Territory;</li><li>• a passport or similar travel document issued by a foreign government, the United Nations (UN) or agency of the UN bearing the person's signature;</li><li>• a national identity card issued by a foreign government, the United Nations (UN) or agency of the UN which bears the signature of the person.</li></ul>
<b>Category B</b>	<ul style="list-style-type: none"><li>• a birth certificate or birth extract issued by a State or Territory;</li><li>• a citizenship certificate issued by the Australian government or a foreign government;</li><li>• a birth certificate issued by a foreign government, the UN or an agency of the UN;</li><li>• a pension card, health card, seniors card or other concession card issued by Centrelink;</li><li>• a Department of Veteran's Affairs card or any other Australian government entitlement card;</li><li>• a teacher's registration certificate;</li><li>• an armed forces, defence or police id</li></ul>
<b>Category C</b>	<ul style="list-style-type: none"><li>• a benefit notice issued by Australian, State or Territory governments within last 12 months;</li><li>• a tax assessment notice issued by the ATO within last 12 months;</li><li>• a council rates notice or utilities bill issued within last 3 months (with name and residential address);</li><li>• a Medicare card;</li><li>• a marriage certificate;</li><li>• a statement from another Financial Institution;</li><li>• a Credit/Debit card from another Financial Institution;</li><li>• a student identification card</li></ul>

**Special Provisions** apply to applicants who have been verified under the Lands Titles Office Verification of Identity requirements, children under 18 years of age, Indigenous Australians and certain recipients of Social Security benefits - refer relevant section within this document.

### The certifier must sign and endorse a copy of EACH document in the following manner:

*I certify that the document is a true copy of the original which I have sighted.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Registration No. (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**The certifier must complete and sign THIS form and attach the certified copy of each document.**

### Certifier's details and Declaration:

Please print -

Name \_\_\_\_\_

Residential address (PO Box not acceptable)

\_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

I have examined the original identification documents and have endorsed each copy attached, certifying that it is a true copy of the original which I have sighted.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Registration No. \_\_\_\_\_  
(if applicable)

*It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 to give false and misleading information.*

### Office use only

Verified by (name):

Signature:

Date:

## 'Acceptable Certifier' categories

- ☐ Agent of Australia Post in charge of an office supplying postal services;
- ☐ Australian consular officer or Australian diplomatic officer;
- ☐ Authorised representative of a holder of an Australian financial services licence or Australian credit licence with 2+ years of continuous service;
- ☐ Bailiff, sheriff or sheriff's officer;
- ☐ Chief executive officer of a Commonwealth court;
- ☐ Employee of the Commonwealth or the Australian Trade Commission in a country or place outside Australia who is authorised to exercise their function in that place;
- ☐ Fellow of National Tax Accountants' Association.
- ☐ Full-time teacher at a school or tertiary institution;
- ☐ Judge, magistrate, master, registrar, deputy registrar or clerk of a court;
- ☐ Justice of the Peace, Commissioner for Affidavits, Commissioner for Declarations or a person before whom a statutory declaration may be made under the law of the State or Territory;
- ☐ Marriage celebrant or minister of religion;
- ☐ Medical practitioner, nurse, psychologist, chiropractor, physiotherapist, optometrist, dentist or veterinary surgeon;
- ☐ Member of Engineers Australia, other than at the grade of student;
- ☐ Member of Institute of Chartered Accountants in Australia, National Institute of Accountants, Australian Society of Certified Practising Accountants, Association of Taxation and Management Accountants, Australasian Institute of Mining and Metallurgy, Chartered Secretaries Australia;
- ☐ Member of the Parliament of the Commonwealth, the Parliament of a State, a Territory legislature or a local government authority of a State or Territory;
- ☐ Non-commissioned officer with 2+ years of continuous service, officer or warrant officer of the Australian Defence Force;
- ☐ Notary public (Australian or authorised in a foreign country);
- ☐ Permanent employee with 2+ years of continuous service of an Australia Post office supplying postal services to the public, a holder of an Australian financial services licence or Australian credit licence, a finance company or a local government authority;
- ☐ Permanent or Senior Executive Service employee of the Commonwealth, a Commonwealth authority, a State or Territory or a State or Territory authority;
- ☐ 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)
- ☐ Police officer;

## Minors (Under 18 years of age)

A child under 18 years of age requires one of the following:

- a birth certificate or birth extract issued by a State or Territory;
- a birth certificate issued by a foreign government, the UN or an agency of the UN or an agency of the UN;
- a notice issued by a school principal within the preceding three months that contains the name of the person, their residential address and records the period of time that the person attended at the school.

## Indigenous Australians

The following document must be sighted & the original attached to the new Member's application:

- a written reference from a community leader, addressed to Credit Union SA Ltd verifying their full name & current address.

A community Leader includes:

- a person who is recognised by the community to be a community elder;
- or
- if there is an elected Aboriginal council that represents the community - an elected member of the council.

## Certain Recipients of a Social Security Payment

The Social Security recipient must produce BOTH of the following documents. The original Letter of Introduction must be attached to the new Member's application:

- original Letter of Introduction from a Centrelink Officer which includes the person's current address, is signed by the individual, signed by a Centrelink Officer, states that the individual is the recipient of a social security payment & that the individual's signature has been verified from Centrelink records; AND
- a birth certificate or extract of birth certificate.