

Identity Certification

Who should use this form?

You should use this form if you are certifying copies of original identity documents which will be provided to the NT Superannuation Office. A member who brings their original identity documents into the office to be sighted by a staff member does not need a person to certify their identity documents. A list of identity documents is on page 2.

Authorised certifiers

If you (the certifier) do not fit into one of the following categories, please contact the Superannuation office:

- Legal Practitioner
- Commissioner for Oaths
- Justice of the Peace, Public Notary
- Registrar or Master of a Court
- Sherriff or Sherriff's officer
- Medical Practitioner, nurse or pharmacist
- Teacher employed on a full-time basis at a school or tertiary education institution
- Bank, Building Society or Credit Union Officer with 2 or more years continuous service
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services
- An Australian Defence Force officer
- 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
- Shire council member or employee
- Aboriginal Community Police Officer

Members residing overseas

- Australian consular or diplomatic officer
- Permanent employee of the Commonwealth who is
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - (c) exercising his or her function in that place

Certifying identification documents

Each original identity document must be sighted and checked against the copy. You, as an authorised certifier, must mark each copy with:

- "I certify this is a true copy of the original which I have sighted";
- Your signature, name and the date of the certification; and
- Your address, occupation, telephone number and registration number (as applicable).

Original document details

Please fill in the following fields for each piece of identification provided by the member.

	Category (refer page 2)	Document Type	Individual named on document
1.			
2.			
3.			

Statement by certifier

- I have examined the documents listed above and have certified each copy as a true copy of the original.
- I am aware that providing false and misleading information is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

Full Name			
Address			
Country		Job title	
Registration No.		Phone	

Certifier Signature _____ **Date** _____

What type of identity documents can be provided?

At a minimum, the identity documents required to be provided must be from one of the following options:

Option 1: 1 x Category A document

Option 2: 1 x Category B document **plus** 1 x Category C document.

NT Superannuation Office staff need to verify the members **full name, date of birth** and **current residential address** from the identification documents provided (to do this, a member may have to provide additional documents). If any document is in a previous name, an additional document that shows how or why the name was changed must be provided, for example a Marriage Certificate. In limited circumstances, staff may ask a member to provide further identity documents. The NT Superannuation Office will only accept identity documents that are in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Rules* as listed in the following table.

Category	Document Type	Issued by	Mandatory Requirements
A Primary photographic identification document	Driver licence	Australian State or Territory, or equivalent authority of foreign country	Photograph Current (not expired)
	Passport	Commonwealth	Photograph and signature Current (or expired within past 2 years)
	Passport or similar document issued for the purpose of international travel	A foreign government, the United Nations or an agency of the United Nations	Photograph and signature Accompanied by an English translation prepared by an accredited translator.
	Card issued proving a person's age	Australian State or Territory	Photograph Current (not expired)
	National identity card	A foreign government, the United Nations or an agency of the United Nations	Photograph and signature Current (not expired) Accompanied by an English translation prepared by an accredited translator.
B Primary non- photographic identification document	Birth certificate or birth extract	Australian State or Territory	
	Citizenship certificate	Commonwealth	
	Citizenship certificate	a foreign government	Accompanied by an English translation prepared by an accredited translator.
	Birth certificate	a foreign government, the United Nations or an agency of the United Nations	Accompanied by an English translation prepared by an accredited translator.
	Pension card	Centrelink	Current (not expired)
C Secondary identification document	Notice	Commonwealth, Australian State or Territory	Issued within the last 12 months Contains the person's name and residential address, and records the provision of financial benefits under a law of the Commonwealth or Australian State or Territory.
	Tax Assessment Notice	Australian Taxation Office	Issued within the last 12 months Contains the person's name and residential address, and records a debt payable to or by the individual by or to the Commonwealth.
	Notice	local government body or utilities provider	Issued within the past 3 months Contains the person's name and residential address, and records the provision of services by that local government body or utilities provider.
	Notice for individuals under 18	a school principal	Issued within the past 3 months Contains the person's name and residential address, and records the period of time that the person attended school.