

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
 - An Australian Defence Force officer
 - Bank, Building Society or Credit Union Officer with 2 or more years continuous service
 - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services
 - A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service
 - 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
- Additional persons available for Members residing in a remote community
- Shire council member or employee
 - Aboriginal Community Police Officer
- Additional persons available for 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 (provided that it shows current residential address)

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

The identity documents you provide must clearly state your **full name, date of birth** and **current residential address**. If you have changed your name you will also need to provide a certified copy of either a Marriage certificate or Change of Name certificate issued by the Births, Deaths and Marriages Registration office. Commemorative marriage certificates will not be accepted. 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. |