

VERIFICATION OF IDENTITY CERTIFICATE

---YOU DO NOT NEED TO UNDERTAKE THIS IF YOU HAVE DONE A WEB VOI---

Full name: _____ Date of birth: _____

- ☐ Documents held verifying identity within the last 2 years
- ☐ Identified by using documents from any one category below

Note: Category 1 is the preferred category. If the requirements of category 1 cannot be met then consider the requirements of category 2, and so forth.

FOR PERSONS WHO ARE AUSTRALIAN CITIZENS OR RESIDENTS	
Category	Minimum document requirements
☐ Category 1	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard AND Australian drivers licence OR Photo card AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 2	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard AND Full birth certificate OR Citizenship certificate OR Descent certificate AND Medicare card OR Centrelink card OR Dept. Veterans' Affairs card AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 3	Australian drivers licence OR Photo card AND Full birth certificate OR Citizenship certificate OR Descent certificate AND Medicare card OR Centrelink card OR Dept. Veterans' Affairs card AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 4(a)	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard AND Another form of government issued photographic identity document AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 4(b)	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard AND Full birth certificate AND Another form of government issued identity document AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 5(a)	Identifier Declaration AND Full birth certificate OR Citizenship certificate OR Descent certificate AND Medicare card OR Centrelink card OR Dept. Veterans' Affairs card AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 5(b)	Identifier Declaration by a person specified in Verification of Identity Standard paragraph 4.4(e) AND Medicare card OR Centrelink card OR Dept. Veterans' Affairs card AND if name has changed Marriage certificate OR Change of name certificate
FOR PERSONS WHO ARE NOT AUSTRALIAN CITIZENS OR RESIDENTS	
☐ Category 6(a)	Foreign passport AND Another form of government issued photographic identity document AND if name has changed Marriage certificate OR Change of name certificate
☐ Category 6(b)	Foreign passport AND Full birth certificate AND Another form of government issued identity document AND if name has changed Marriage certificate OR Change of name certificate

The identification was carried out on / / in a face-to-face meeting.

The originals of these documents were sighted by me, and copies were taken and endorsed as true copies. These copies have been retained by me.

Full name of identity verifier: _____

Signature of identity verifier:

_____ Date: _____

VERIFICATION OF IDENTITY (VOI) CHECKLIST



LAW
INSTITUTE
VICTORIA

NOVEMBER 2015

FULL NAME OF THE PERSON BEING IDENTIFIED:

DATE THE IDENTIFICATION WAS PERFORMED: FILE NO:

OTHER DETAILS OF FILE TO WHICH VOI RELATES

Name:

Description:

MEANS OF IDENTIFICATION (tick at least one)

- ☐ Verification of Identity Standard (see below) ☐ Previous verification within 2 years (go to page 2)
☐ Other reasonable steps (go to page 2) ☐ Mortgagee etc verifying mortgagor (go to page 2)

IF VERIFICATION OF IDENTITY STANDARD USED (tick each completed item)

A — INDIVIDUAL

- ☐ Face to face interview
☐ Sighted the originals of the documents listed below (VOI Documents)
☐ Copied the VOI Documents and certified the copies as true copies of the originals
☐ Retained copies of the VOI Documents (electronically or in safe custody – not solely in the client's file) Note any that are not copied or retained (retain copies for 7 years)
☐ Compared photo ID with facial features of the person being identified (noting shape of mouth, nose, eyes, position of cheek bones etc.)

B — CORPORATIONS & INCORPORATED ASSOCIATIONS

- Existence & identity confirmed by: ☐ current ASIC search ☐ other (specify)
Established who is authorised to sign by: ☐ s129(2) Corporations Act ☐ other (specify)
☐ Verified the identity of each individual signing or affixing the seal (complete extra checklists as required)

C — ATTORNEYS

Details as shown in the Power of Attorney (Power):

- * of donor/principal
* of the Attorney
* date of Power

- ☐ Confirmed that this transaction is authorised by the Power (Note: enduring powers must be for financial matters)
☐ Copied the Power and certified the copy as a true copy of the original
☐ Verified the identity of each Attorney (complete extra checklists as required)

D — DOCUMENTS USED TO IDENTIFY ACCORDING TO THE VOI STANDARD

- The documents you need to use to identify the individual under each category are marked in grey. - Start with category 1. If the Individual cannot meet category 1, move to category 2, and so on. - Documents must be current (or for Australian passport expired w/in 2 yrs)	Australian or foreign passport	Australian driver licence or photo card	Marriage or Change of name certificate (if required)	Medicare, Centrelink or DVA card	Full birth, citizenship or descent certificate	Full birth certificate	Another form of government issued photo ID	Foreign passport only	Another form of government issued ID
Category 1									
Category 2									
Category 3									
Category 4: Option (a)									
Category 4: Option (b)									
Category 5(a): non Australian citizens									
Category 5(b): non Australian citizens									

E — ARE FURTHER STEPS REQUIRED TO VERIFY?

If there are non-genuine identity documents, lack of reasonable likeness with photo ID, discrepancies between documents and person or between signatures etc. Insert or annex details and describe the extra steps taken.

Print Full Name of Identity Verifier Signature of Identity Verifier

MORE DETAILS OVER ...

VOI CHECKLIST (CONTINUED)

IF VERIFICATION BY OTHER REASONABLE STEPS I.E. NOT THE VOI STANDARD

Checklist of factors to be considered

Complete one form for each person. Circle or highlight relevant items. ('Positive' factors may indicate that a lesser degree of VOI is required.)

Factor	Positive	Negative	Insert any relevant detail
Acquiring estate or interest	✓		
Disposing of an interest		Caution	
Disposing apparently at full value	✓		
Disposing not at full value – arm's length		Warning	
– related party		Caution	
Client is (also) mortgaging to a bank etc.	✓		
Client is a mortgagor from a private lender		Caution	
Client is a mortgagee	✓✓		
Client has/will produce paper Title	✓		
Person's identity verified (within last 2 years)	✓✓		
Person – is your relative	✓		
– is personal friend	✓		
– is existing client (2+ years)	✓		
– is overseas/interstate/remote	✓		
– is aged/infirm/immobile	✓		
Have you met face to face (if so, when)	✓		

List of VOI Documents sighted

If documents have been produced to you which are not sufficient to satisfy the VOI Standard, they may still be relevant to prove that reasonable steps were taken. List below any VOI Documents sighted, noting if they were originals, copies or certified copies and whether or not the person identified had similar facial features to the person in any photograph, whether you compared signatures etc. If possible copy all documents, and certify each copy as a true copy of the original.

Documents sighted	Original	Certified	Copy	Compared signature	Comment
Australian passport – current/if expired, when?					
Foreign passport					
Driver's licence – current/if expired, when?					
Change of name certificate					
Marriage certificate					
Full birth certificate					
Extract of birth					
Other government photo ID document					
Other government non photo ID document					
Identity Agent Certification in approved form					
Other					

Verification of Authority/Right to Deal

If a Corporation, Association or Attorney, the existence, identity and authority of the persons authorised to affix the seal/the Attorney must also be verified (see sections B & C on page 1)

If previous verification within 2 years:

Date/year of previous verification:

If not verified by you, by whom?

If a mortgage transaction and you rely on a mortgagee or identity agent to identify mortgagor (Tick one)

- ☐ Received and checked Identity Agent Certification in approved form
☐ Received written confirmation from mortgagee that it has applied the VOI Standard
☐ Satisfied myself that the mortgagee had taken reasonable steps by (insert details)