

Land Title Identity Verification Form

Your Identity Document Requirements

To verify your identity, the details in section A must EXACTLY MATCH your identification documents. Section B should contain the address of the property being transacted (e.g. address of the property being sold, transferred, etc). If you have changed your name from that on the identity document, you will also need to provide a Change of Name document. Please check below which documents are acceptable.

To satisfy the Identity Document requirement, you must produce original and current documents in one of the following categories: A translation will be required for Passports, Drivers licences and Birth certificates if not in English. The English translation is to be completed by a NAATI accredited translator.

You should produce TWO Category 1 documents, if these have been issued to you.

If you do not have TWO Category 1 documents, you may produce THREE Category 2 or 3 documents.

If you do not have photo ID documents listed below, you need to produce a statutory declaration stating why you cannot produce documents from the first 3 categories and produce Category 4 documents.

Category 5 documents may be produced if you hold a foreign passport with an Australian visa.

Category 1 to 4 documents must be documents issued in Australia except Foreign birth certificates which may be presented in place of an Australian birth certificate.

Category 1	Category 2	Category 3	Category 4	Category 5
<ul style="list-style-type: none"> An Australian Passport 	<ul style="list-style-type: none"> An Australian Passport 	ONE of the following <ul style="list-style-type: none"> Driver's Licence Proof of Age card / NSW Photo card 	<ul style="list-style-type: none"> Declaration of Identity[^] (issued in last 3 months) 	ONE of the following <ul style="list-style-type: none"> New Zealand Passport Foreign Passport with an Australian Visa
AND	AND	AND	AND	AND
ONE of the following <ul style="list-style-type: none"> Driver's Licence Proof of Age card 	ONE of the following <ul style="list-style-type: none"> Birth Certificate Citizenship Certificate 	ONE of the following <ul style="list-style-type: none"> Birth Certificate Citizenship Certificate 	ONE of the following <ul style="list-style-type: none"> Birth Certificate Citizenship Certificate 	<ul style="list-style-type: none"> A Rates notice[#] (issued in last 12 months)
	AND	AND	AND	AND
	ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	ONE of the following <ul style="list-style-type: none"> Australian Driver's Licence Foreign Driver's Licence
AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage Certificate Change of Name Certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage Certificate Change of Name Certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage Certificate Change of Name Certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage Certificate Change of Name Certificate 	Change of Name is not accepted for this category

How to lodge your Application at Australia Post

- Lodge your form at any participating Australia Post retail outlet. To find the nearest participating outlet, please go to auspost.com.au/pol and select Instant Passport Photo or call 13 POST (13 7678).
- DO NOT** complete section C. Your signature must be witnessed by the Australia Post verifier.
- Identification documents **MUST** be presented and be original.
- Australia Post will copy and certify your identity documents and forward to your conveyancer / lawyer / mortgagee.
- Your photo will be taken by Australia Post and forwarded to your conveyancer / lawyer / mortgagee.
- The fee for the verification of identity service is payable to Australia Post. Fees can be paid by cash, EFTPOS, Visa or MasterCard. Cheques are not accepted.

[#] Must be for the property listed in section B of the form.

^{*} Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.

[^] The Declaration of Identity is a statutory declaration and must detail the following:

About the person making the declaration:

- The full name, address, date of birth (must be over 18) and occupation
- The length of time they have known the person to be identified (must be more than 12 months); and
- Declaring that they are not a relative, an agent in the transaction or a party to the document;

About the person being identified:


- The full name and date of birth;
- The nature of the person's relationship; and
- Specify the document type to be executed and include the property description.

The identity of the person making the statutory declaration must also be verified.



*2678 127 A 000 0000 0000 0000 4

Land Title Identity Verification Form

Please use **BLACK INK**  and print within the boxes in **BLOCK LETTERS**

Name of Conveyancer / Lawyer / Mortgagee

A. Details of Applicant

Title Family name / surname

Given name / s (full name no initials)

Date of birth Contact phone number

B. Property Address

Unit number / street number / street name

Suburb / locality State Postcode

C. Declaration by Applicant

DO NOT SIGN UNTIL YOU LODGE THIS FORM AT AUSTRALIA POST

Your signature must be witnessed by the Australia Post verifier.

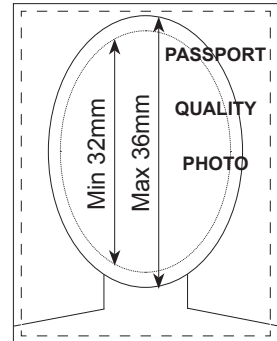
I acknowledge that the information on this form is true and correct.

Please sign in black ink 

Date

Photo to be attached by Australia Post Officer only

Secure photo face up



Disclaimer and Privacy Notice - Australia Post is acting as an agent for your conveyancer / lawyer / mortgagee and collects your information to identify you in accordance with requirements under Australian law. Your details will be forwarded to your conveyancer / lawyer / mortgagee. Subject to certain exceptions you may request access to your personal information. If access is denied, the law says we must tell you why.

D. Australia Post use only

I, the Verifier listed below, hereby certify that;

1. This identification relates to the person listed in section A,
2. The identification was carried out on date shown below,
3. The identification documents recorded in the Point of Sale system were produced to me and appear to be originals.
4. The person being identified appears to have similar facial characteristics as the person in the photo.
5. The identity verification has been conducted in accordance with standard procedures.

Verifier's name

Verifier's signature

Comments

Date

Work centre code