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# Individual Identity Verification Form

This form will be used to verify your identity. The details in section A and B must EXACTLY MATCH your identification documents for verification to be approved.

## Your Identity Document Requirements

You MUST supply ONE primary document from the list.

Does your primary identification document contain BOTH a photo AND your current residential address?

Yes → No additional identification is required.

No → You must also supply one secondary document that contains your current residential address.

## Primary Photographic Identification Documents

- Australian Driver Licence (current)
- Australian Passport (not expired more than 2 years)
- International Passport (current)
- Proof of Age Card/NSW Photo Card (current and government issued)

## Primary Non-Photographic Identification Documents

- Birth Certificate (accepted at Macquarie Offices only)
- Citizenship Certificate (accepted at Macquarie Offices only)
- Centrelink Pension Card (current)

## Secondary Identification Documents

- Utility Bill or Council Rates Notice (less than 3 months old)
- Taxation Notice or Centrelink Statement (less than 12 months old)

## How to lodge your Application

- Complete Sections A and B before you lodge your form
- **DO NOT** complete Section C, your signature must be witnessed by the checking officer
- Present your proof of identity when lodging your form to the checking officer
- You can lodge your form at any participating post office. To find the nearest participating outlet please call 13 13 18 or go to [auspost.com.au/pol](http://auspost.com.au/pol) and select Bank@Post. Australia Post will only accept identification documents that are original and current.
- You can lodge your form at a Macquarie Office. Macquarie Offices will accept originals or certified identification documents. Please refer to Section F for a list of the Authorised Persons who can certify ID documents.

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

## A. DETAILS OF APPLICANT

Title (Mr, Mrs etc) Family Name or Surname

Given name/s (in full name no initials)

Date of Birth (DOB)

Contact phone number

Account number (if known)

## B. ADDRESS OF APPLICANT (must be a residential address not a PO Box)

Unit number/street number/street name (with a gap between numbers and words)

Suburb/locality

State

Postcode

Country

## C. DECLARATION BY APPLICANT

**STOP! Your signature must be witnessed by the checking officer at the time of lodging this form.**

I acknowledge that the information on this form is true and correct. The details on this form have been completed by me and not another person.



Applicant's Signature

Date

## D. AUSTRALIA POST/CHECKING OFFICER USE ONLY

I confirm that I have sighted original documentation or certified copies that verifies the Applicant's name, date of birth and residential address as set out on this form.

Post officer or checking officer's name

Date

Work centre code/Macquarie Office

Post officer or checking officer's signature

Comments

Australia Post Officer → Complete Section D

Macquarie Checking Officer → Complete Section D & E

**E. RECORD OF VERIFICATION PROCEDURE (MACQUARIE USE ONLY)**

ID DOCUMENT DETAILS	Document 1	Document 2
Verified From	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document Type		
Document Issuer		
Issue Date		
Expiry Date		
Document number		
Accredited English Translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

**F. AUTHORISED PERSONS THAT CAN CERTIFY ID DOCUMENTS (MACQUARIE USE ONLY)**

Your photocopied identification should be signed as a certified true copy by one of the following:

Authorised persons that can certify identification documents	
A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner	A judge of a court
A magistrate	A Chief Executive Officer of a Commonwealth court
A registrar or deputy registrar of a court	A Justice of the Peace
A notary public ( <i>for purposes of Statutory Declaration Regulations 1993</i> )	An Australian police officer
An agent of Australia Post who is in charge of an office supplying postal services to the public	A permanent employee of Australia Post with 2 or more years of continuous service who is employed in an office supplying postal services to the public
An officer with 2 or more continuous years of service with one or more financial institutions ( <i>for purposes of Statutory Declaration Regulations 1993</i> )	A finance company officer with 2 or more continuous years of service with one or more finance companies ( <i>for purposes of Statutory Declaration Regulations 1993</i> )
An officer with, or authorised representative of, a holder of an Australian Financial Services License, having 2 or more continuous years of service with one or more licensees	A 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
An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)	

**G. NOTES OF GUIDANCE FOR COMPLETING THIS FORM (MACQUARIE USE ONLY)**

This section of the form outlines the key points that must be followed to satisfy Macquarie's applicable customer identification procedures:

- Proof of identity must be provided with this form.
- The checking officer must have seen the original or certified copy of the customer identification documentation.
- Documents that are written in any language other than English must be accompanied by an English translation prepared by an accredited translator.