

IDENTIFICATION REQUIREMENTS (CLIENT SERVICES AND WILLS SECTION)



Public Trustee

The Public Trustee takes great care to protect the privacy of personal information of clients and other persons with whom we conduct business or hold information. We must be certain of the identity of those to whom we give relevant information and service.

- A. **ONE** or **TWO** items from **LIST 1**. If only one item from this list is available, then two other documents from **LIST 2** will be required.
- B. If you have no documents available from **LIST 1**, then you will be required to submit **THREE** items from **LIST 2**. At least **ONE** of these must contain a photograph.
- C. If you have no photographic identification, then **TWO** items from **LIST 2** and **ONE** item from **LIST 3** are required. At least **ONE** of these must include your signature.

ALL forms of identification produced **MUST BE CURRENT**. Documents from **LIST 3** must show your current residential address. Bank statements, utility accounts and/or rates notices must have been issued **WITHIN THE LAST 6 MONTHS**.

If you are attending our office, please provide the **ORIGINAL** identification/documentation for sighting. If you are forwarding the requirements by post, please ensure you send clear certified copies of your identification. **ORIGINAL DOCUMENTS ARE NOT TO BE SENT BY POST.**

LIST 1	LIST 2	LIST 3
<ul style="list-style-type: none"> • Australian driver's licence (with photo) • Australian passport (with photo) • Australian firearm's licence (with photo) • Defence Force/Police ID card (with photo) • Department of Immigration & Citizenship certificate (DIAC) certificate with evidence of residence status (with photo) • WA Photo card • Over 18 or Proof of Age Identity Card (with photo) • Australian Learner Driver's Permit Card (no photo) 	<ul style="list-style-type: none"> • Debit or Credit Card (one or the other, not both) issued by a financial institution • Document of Identity issued by the Passport Office • Entitlement card issued by the Commonwealth or State Government (Centrelink, Health Care card, Veterans Affairs card, etc) • Full Birth Certificate issued in Australia (birth extras not accepted) • Medicare Card • Naturalisation, Citizenship or Immigration papers issued by DIAC • Overseas Passport with current Australian Entry Permit • Security Guard or crowd control licence (Australian) • Student Identity Document or Statement of Enrolment issued by an educational institution, including Tertiary (should include photo and/or signature) • Working with Children Card 	<ul style="list-style-type: none"> • Driver's licence renewal notice • Financial Institution statement • Motor Vehicle Registration • Property lease or Tenancy Agreement • Shire or Water Rates notice • School or other educational report or certificate less than twelve months old • Utility account (gas, electricity, home phones etc)

Certification means a qualified person notes the copies as being 'true copies' of the originals. This is signed by the qualified person who then prints their name, states their profession licence or membership number.

1. The original documents must be sighted by the certifier.
2. The copies must be stamped to show the certifier's Name, qualification, contact details including telephone number, and reference number (if applicable) of the certifier's professional registration, license. If the certifier does not use a stamp, or the stamp does not include their name, they should print their name underneath their signature.
3. The copies must be dated with the day of certification.

Any ONE of the following authorised persons can certify documents as being true and correct copies.

1. A person who is currently licensed or registered under a law to practice in one of the following occupations:

Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Optometrist, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Trademarks attorney, Veterinary Surgeon

2. A person enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner

3. A person on the following list:

- Australia Post Permanent Employee or Agent (who is currently employed with the post office & has at least two continuous years of service or is in charge of supplying postal services to the public)
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank Officer, Building Society Officer or Credit Union Officer (with two or more continuous years of service)
- Commissioner for Affidavits or Declarations
- Fellow of the National Tax Accountant's Association
- Finance Company Officer (with two or more continuous years of service with one or more finance companies)
- Justice of the Peace
- Marriage celebrant (registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*)
- Member of Chartered Secretaries Australia
- Member of Engineers Australia (other than at the grade of student)
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force (who is an officer; or a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more years of continuous service or a warrant officer within the meaning of that Act)
- Member of the Institute of Chartered Accountants in Australia, the Australian

- Society of Certified Practising Accountants or the National Institute of Accountants
- Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority (State or Territory)
- Minister of Religion (under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*)
- Notary Public
- Permanent employee of the Commonwealth (or Commonwealth Authority) or a State or Territory (or State or Territory Authority) or a Local Government Authority with two or more years of continuous service
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police Officer or Sheriff
- Teacher employed on a full-time basis at a school or tertiary education institution
- Senior Executive Service Employee of the Commonwealth (or Commonwealth Authority) or a State or Territory (or State or Territory Authority)
- Court Officer: Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court

4. An Officer with, or Authorised Representative of an Australian Financial Services Licensee (who has had at least two years of continuous service with one or more licensees)

NB: A certifier must not witness documents for their family, business clients, employer/ee or any other person where it could create a real or perceived conflict of interest.