

# VERIFICATION OF IDENTITY CERTIFICATE



## Instructions

1. This form is for the Verification of Identity for Heritage Bank Customers.
2. This form is to be completed by the Identifier.
3. A separate form is to be completed for each Borrower, Guarantor and/or Attorney under Power of Attorney.
4. The Identifier **must be one of the following** (please tick appropriate box):-
 

<input type="checkbox"/> Heritage Accredited Broker	<input type="checkbox"/> Heritage Staff Member
<input type="checkbox"/> Authorised Legal Practitioner	<input type="checkbox"/> Authorised Accountant
5. Identification documents must be current.
6. Certified, clear copies of the original sighted identification documents must be attached.

## Identifier's details

I, \_\_\_\_\_ (Full name of Identifier)  
 of \_\_\_\_\_ (Address of Identifier)  
 being a \_\_\_\_\_ (Occupation of Identifier)

herby certify that:

- (a) This identification relates to \_\_\_\_\_ (Full name of Mortgagor)
- (b) The identification was carried out on \_\_\_\_\_ at \_\_\_\_\_  
 (date) (Address including Country)
- (c) The original current identification documents as listed below were produced to me and the person being identified appears to have similar facial characteristics as in the included photos. Copies of these documents endorsed by me as true copies are attached to the certification; and
- (d) The Verification of Identity was conducted in accordance with the Registrar-General's Verification of Identity Policy or the Verification of Identity Standard set out in the Participation Rules under the Electronic Conveyancing National Law.

Date: \_\_\_\_\_ Identifier's signature: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Identification documents

- Original, current identification documents must be sighted. Note: Australian Passports may be expired, but by no more than two (2) years.
- Certified, clear copies of each document must be attached to this Certificate. Documents must be certified by the identifier. Certification to read 'I have sighted the original copy of this document', include your full name, signature and date.
- Start with category 1, as the highest standard. If all documents cannot be provided for category 1, move to category 2, and then category 3 if required.

CATEGORY (SELECT ONE CATEGORY ONLY)	IDENTIFICATION DOCUMENTS REQUIRED (IDENTIFICATION DOCUMENTS MUST BE FROM THE ONE CATEGORY)	CATEGORY SATISFIED (PLEASE TICK)	COPIES ATTACHED (PLEASE TICK)
Category 1	A. Australian or Foreign Passport with Australian permanent residency Visa; <b>AND</b> B. Australian Drivers Licence or Photo Card; <b>AND</b> C. Marriage Certificate or Change of Name (if applicable).		
Category 2	A. Australian or Foreign Passport with Australian permanent residency Visa; <b>AND</b> B. Full Birth, Citizenship or Descent Certificate; <b>AND</b> C. Medicare, Centrelink or Department of Veterans Affairs Card; <b>AND</b> D. Marriage Certificate or Change of Name (if applicable).		
Category 3	A. Medicare, Centrelink or Department of Veterans Affairs Card; <b>AND</b> B. Full Birth, Citizenship or Descent Certificate; <b>AND</b> C. Australian Drivers Licence or Photo Card; <b>AND</b> D. Marriage Certificate or Change of Name (if applicable).		