

Verification of Identity

Many states in Australia now need to follow strict legislation that says we need to verify the identity of all our clients who are involved in the transaction. This is to help eliminate the possibility of fraudulent transactions taking place, protecting not only ourselves, but most importantly, you.

The process involved can be done several ways, including a face-to-face interview at our office, or via a link sent directly to your mobile phone or by an appointment with Australia Post.

If you are outside Australia, you can visit an Australian Consular Office. No matter where you are located, there are several ways to have this done.

To be able to have your identity verified you will need to be able to produce **ORIGINAL** documentation and the list of documents are described in categories on the next page.

Copies of these documents will be taken by the person who completes your verification of identity along with a passport style photograph.

This documentation is then stored on file and will not be shared with any other person.

Please note, you must also produce your marriage or change of name certificate if your name has changed or is not updated on any of your documentation.

Once your verification of identity has been completed, this will remain valid with our office for 2 years. Therefore, if you buy or sell or transfer any other land and use our services, you won't need to go through this verification again.

If you have any queries on the above or unsure if you are able to meet the requirements, please get in touch as soon as possible.



Categories

Category 1

- Passport
- Australian Driver's Licence or Government issued card with photo

Category 2

- Passport
- Full Birth Certificate or Descent Certificate
- Medicare, Centrelink or Department of Veterans' Affairs card

Category 3

- Australian Driver's Licence or Government issued card with photo
- Full Birth Certificate or Descent Certificate
- Medicare, Centrelink or Department of Veterans' Affairs card

Category 4

A

- Passport
- Another form of government issued photographic identity document

B

- Passport
- Full Birth Certificate
- Another form of government issued identity document

Category 5

A

- Identifier Declaration
- Full Birth Certificate or Descent Certificate
- Medicare, Centrelink or Department of Veterans' Affairs card

B

- Identifier Declaration by person specified in clause 6.4 (a)(v)
- Medicare, Centrelink or Department of Veterans' Affairs card

Category 6

For persons who are not Australian citizens or residents

A

- Passport
- Another form of government issued photographic identity document

B

- Passport
- Full Birth Certificate
- Another form of government issued identity document

A Passport is referred to as either a Passport issued by the Australian Government or a Foreign Passport. If you hold a Foreign Passport, you will also need to supply a copy of your Australian Citizenship Certificate or a report confirming your Australian resident visa. This document can be current or with an expiry of no greater than 2 years