

**PERSONAL IDENTIFICATION**  
**(VERIFICATION OF IDENTITY – “VOP”)**

1. New Laws require face to face in-person verification of identity (VOI) checks.
2. Proof of identification can be established by the list set out on the reverse side of this notice.
3. **Roberts Beckwith Partners** can verify your identity if you hold original and current documents for categories 1 to 4 of the prescribed identification documents.
4. If you cannot satisfy category 1 requirements, then you must produce documents from the highest other category possible.
5. For **straightforward identity** checks, our fee is \$40 plus GST per check. Please enquire of the fees for categories 5 to 6 identity checks.
6. **Alternatively**, you may wish to verify your identity using one of the following authorised agencies:
  - a) Australia Post – we will provide you with the appropriate form and you will need to take your identification documents to an interview at your chosen Australia Post office. Their fees are \$39 per identity check;
  - b) ZipID – you will need to book online at [www.zipid.com.au](http://www.zipid.com.au) or call 1300 073 744 and an agent will undertake an interview at your home or workplace on Mondays to Saturdays. Their fees are \$39 per identity check. Please use our firm’s Business Code 100848 when making a booking. This service is not available in all areas.
7. **Companies.** To establish identity the requirements are:
  - a) An ASIC search of the company;
  - b) Ascertaining the officeholders;
  - c) An identity check of the director and/or secretary (as applicable);
  - d) Our fee for company identity checks is an estimated \$60.00 plus GST per identity check of each office holder.

Category	<b>Minimum Document Requirements for persons who are Australian Citizens or Residents – Current at 9 November 2015</b>
1	Australian Passport or foreign passport # <u>Plus</u> Australian drivers licence or Photo Card <u>Plus</u> Change of Name or Marriage Certificate if necessary
2	Australian Passport or foreign passport # <u>Plus</u> full Birth Certificate or Citizenship Certificate or Descent Certificate <u>Plus</u> Medicare or Centrelink or Department of Veterans' Affairs Card <u>Plus</u> Change of Name or Marriage Certificate if necessary
3	Australian Drivers Licence or Photo Card <u>Plus</u> Full Birth Certificate or Citizenship Certificate or Descent Certificate <u>Plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>Plus</u> Change of Name or Marriage Certificate if necessary
4	(a) Australian Passport or foreign passport # <u>Plus</u> another form of Government issued photographic identity document <u>Plus</u> Change of Name or Marriage Certificate if necessary  (b) Australian Passport or foreign passport # <u>Plus</u> full Birth Certificate <u>Plus</u> another form of Government issued identity document <u>Plus</u> Change of Name or Marriage Certificate if necessary
5	(a) Identifier Declaration <u>Plus</u> full Birth Certificate or Citizenship Certificate or Descent Certificate <u>Plus</u> Medicare or Centrelink or Department of Veterans' Affairs Card <u>Plus</u> Change of Name or Marriage Certificate if necessary  (b) Identifier Declaration by a Person specified in Verification of Identity Standard Paragraph 4.4 (e) <u>Plus</u> Medicare or Centrelink or Department of Veterans' Affairs Card <u>Plus</u> Change of Name or Marriage Certificate if necessary
	<b>For Persons who are not Australian Citizens or Residents:</b>
6	(a) Foreign Passport <u>Plus</u> another form of Government issued photographic identity document <u>Plus</u> Change of Name or Marriage Certificate if necessary  (b) Foreign Passport <u>Plus</u> Full Birth Certificate <u>Plus</u> another form of Government issued identity document <u>Plus</u> Change of Name or Marriage Certificate if necessary
#	<b>(to include passports which have not been cancelled and were current within the last two years)</b>