

Proof of Identity Guide

This guide sets out the proof of identity documents that can be accepted and how to get your proof of identity documents certified.

How to use this guide

You are required by law to provide information to us about your identity in certain circumstances, including before withdrawing your benefit, rolling over your benefit to a Self Managed Superannuation Fund (SMSF), opening a *TelstraSuper RetireAccess*® account or receiving a death benefit.

If you're of Aboriginal and/or Torres Strait Islander heritage and are unable to meet the current TelstraSuper proof of identity requirements, you may provide alternative supporting documentation including the **Indigenous persons identity referral** form available at telstrasuper.com.au/forms or by calling us on **1300 033 166** to have one sent to you.

1. How to get your proof of identity documents certified

Step 1: Organise and photocopy your proof of identity documents

- Gather your acceptable proof of identity documents from the list in section 2. Ensure they are current and have not expired.
- Make photocopies of your documents. If you're using your driver's licence you will need to photocopy both sides.
- If the document is not written in English it must be accompanied by an English translation prepared by an accredited translator.

Step 2: Get your proof of identity documents certified

- Take your original proof of identity document(s) and the photocopy(s) to a person authorised to certify proof of identity documents, see section 3 over page.
- The authorised person must:
 - compare the photocopy(s) with the original(s), and
 - write or stamp 'I certify that this is a true and correct copy of the original document' followed by their signature, their name, their qualification, their business address, their registration number (if applicable) and the date on all pages of the photocopy.

Example:



I certify that this is a true and correct copy of the original document I have sighted.

J Sample

Joan Sample
11 Same St, SOMETOWN VIC 3009

Justice of the Peace
Reg no: 26587
1 January 2018

Step 3: Send your certified proof of identity documents to us with your completed forms

- Do not send your original proof of identity documents
- We are unable to accept proof of identity documents that were certified more than 12 months before the date they were submitted.

2. Proof of identity documents

You must provide a certified copy of one acceptable photographic ID document OR two non-photographic ID documents.

Acceptable photographic ID (one document required)

Certified copy of one of the following:

- current Australian driver's licence or permit issued by an Australian State or Territory that contains your photograph
- current Australian passport
- current passport issued by a foreign government, the United Nations or United Nations agency
- current Proof of Age card issued by an Australian State or Territory containing your photograph
- national identity card that used for the purpose of identification containing your photograph and signature.

OR Acceptable non-photographic ID (two documents required)

A certified copy of one of the following:

- birth certificate or birth extract issued by an Australian State or Territory
- a citizenship certificate issued by the Commonwealth
- a citizenship certificate issued by a foreign government
- a birth certificate issued by a foreign government, the United Nations or an agency of the United Nations
- low income health care card or Commonwealth seniors health card.

AND

A certified copy of one of the following documents containing your name and residential address:

- a notice of assessment from the Australian Taxation Office (less than 12 months old)
- a notice issued by the Commonwealth or a state or territory government (less than 12 months old) showing the provision of financial benefits to you e.g. Centrelink letter
- a council rates notice (less than 3 months old)
- a notice of assessment from the Australian Taxation Office (less than 12 months old)
- gas, water or electricity bill (less than 3 months old)
- if you're under 18, a notice issued by your school principal (less than 3 months old) that records the period of time of school attendance.

3. Who can certify your proof of identity documents?

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

- Architect
- Chiropractor
- Dentist
- Financial adviser or financial planner
- Legal practitioner
- Medical practitioner
- Midwife
- Migration Agent registered under Division 3 of Part 3 of the Migration Act 1958
- Nurse
- Occupational therapist
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon.

2. One of the following persons:

- a person who is enrolled on the roll of the Supreme Court of an Australian State or Territory, or the High Court of Australia as a legal practitioner
- accountant who is a fellow of the National Tax Accountants' Association or a member of Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants
- Australian public service employee engaged on an ongoing basis with two or more years of continuous service
- a bank, building society credit union or finance company officer with two or more continuous years of service
- Magistrate, Clerk of a court or Judge
- Justice of the Peace
- marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- member of the Australian Defence Force who is an officer, warrant officer or non-commissioned officer
- notary public
- police officer
- sheriff
- teacher employed on a permanent full-time or part time basis at a school or tertiary education institution.

If the authorised person is required to have a minimum service period e.g. a bank officer, the certification must state this.

A complete list of persons who are authorised to certify proof of identity documents is available on our website at telstrasuper.com.au/proofofid

4. If you have changed your name or are signing a document on behalf of another person

If you have changed your name or are signing a document on behalf of another person you must provide evidence as follows:

Change of name

After marriage/separation/divorce

Certified copy of the following:

- your birth certificate
- your marriage certificate
- your divorce certificate (if applicable).

If you were born overseas and/or married overseas you must also provide a certified copy of your change of name certificate issued by an Australian State or Territory Births, Deaths and Marriages Registry.

Other reason

- A certified copy of your change of name certificate issued by an Australian State or Territory Births, Deaths and Marriages Registry

Signing a document on behalf of another person

In addition to providing your proof of identity documents as set out above, you must also provide a certified copy of the document by which you are authorised to sign on behalf of another person:

- power of attorney document
- guardianship order
- administration order.

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