

Verification of Identity Form

Broker use only



How to complete verification of identity:

The witness must be a BankVic-accredited broker. The witness must meet the person being identified in person. The witness needs to sight acceptable original identification documents and certify copies of these documents. All identification documents must be current and not expired, with the exception of expired Australian passports (not cancelled) which were current within the preceding two years. The name on all identification documents must be identical to the loan application and, where applicable, any Government issued marriage or change of name certificate must be provided. Complete one form for each individual that is being verified. Scan and submit this form via NextGen along with the certified documents. If the required documents are not able to be provided, please contact us on brokerloans@bankvic.com.au

Details of person being identified

Title Ms Miss Mrs Mr Dr Other

Surname Given name/s

Details of witness

Title Ms Miss Mrs Mr Dr Other

Surname Given name/s

Business Address Email

Postcode

The witness must sight original documents from one of the below categories and certify copies of the documents. Categories 2-3 should only be used if the person being identified is unable to provide the documents to meet Category 1. Tick the checkbox next to each document within the category if you have sighted the original copies and certified them.

Please submit and upload the copies of the certified documents with this completed form to the application in NextGen.

Where the name on the passport or licence is not identical to the name in the loan application, complete 3A: Name change details.

Category	Minimum document requirements	
IF THE PERSON BEING IDENTIFIED IS AN AUSTRALIAN RESIDENT		
1	One of the following: <input type="checkbox"/> Current passport issued by the Australian Government (or one that has expired within the last two years) <input type="checkbox"/> Foreign passport with an Australian Resident visa label	AND one of the following: <input type="checkbox"/> Current driver's licence or permit issued by an Australian state or territory that contains the person's photograph <input type="checkbox"/> Card issued by an Australian state or territory that includes the person's date of birth and photograph
2	One of the following: <input type="checkbox"/> Current passport issued by the Australian Government (or one that has expired within the last two years) <input type="checkbox"/> Foreign passport with an Australian Resident visa label <input type="checkbox"/> Australian driver's licence <input type="checkbox"/> Card issued by an Australian state or territory that includes the person's date of birth and photograph.	AND one of the following: <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Citizenship certificate AND one of the following: <input type="checkbox"/> Medicare Card <input type="checkbox"/> Centrelink Card <input type="checkbox"/> Department of Veterans' Affairs card

IF THE PERSON BEING IDENTIFIED IS NOT AN AUSTRALIAN RESIDENT

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One of the following:

Foreign passport

AND one of the following:

Australian or foreign driver's licence

Card issued by an Australian state or territory that shows the person's date of birth and photograph

Full birth certificate

AND one of the following:

Medicare Card

Centrelink Card

Department of Veterans' Affairs card

Name change details

Where the name on the passport or licence is not identical to the name in the loan application, the person being identified must provide an additional document showing how their name was changed.

Marriage certificate

Other

Name change certificate

By signing this document, I certify that:

- All of the information on this form is true and correct.
- The original identification documents were produced to me in person and copies of the certified documents by me are attached.
- I am permitted to certify documents for the person being identified in section 3: Details of person being identified, as a BankVic accredited broker with two years' continuous service as a broker.
- The person identified has a reasonable likeness to the person in the photographs included in the original identity documents.
- This verification of identity has been conducted in accordance with the Verification of Identity Standard in the ARNECC (Australian Registrars National Electronic Conveyancing Council) Model Participation Rules and of the Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1).

Signature of witness

 / /

Date

How to certify documents

Each document must be certified separately and must show clearly:

- the words "I certify this document to be a true copy of the original as sighted by me";
- the signature and the name of the person certifying the document, clearly printed or evident in any official stamp used;
- the address, contact phone number, provider/registration number, and
- the date the document was certified.

Any personal information you provide (your name and contact details or that of your client) in undertaking this task will only be used by BankVic to contact you should we need to verify your certification of the documents noted below. BankVic as a reporting entity in collecting any personal information is subject to and will abide by the obligations of the Privacy Act 1988 which regulates the collection, use, disclosure, quality and security of personal information.

BankVic's Privacy Policy, available at bankvic.com.au/privacy sets out key information about why we're collecting this information, and how we use, disclose and secure it.