

# Certified Identification Form (CID)

Details Verified by Certifier for an Individual



Identification must be provided to the Certifier by the individual being identified. The acceptable identification must contain the individuals full name and either residential address and/or date of birth. The acceptable identification documents must comprise:

- (i) one **primary photographic identification** document listed below under Primary Photographic; **or**
- (ii) one **primary non-photographic identification** document listed below under Primary Non-Photographic; **and** one **secondary identification** document listed below under Secondary

Note: Special provisions may also be applied to Minors, Aboriginal Person or Torres Strait Islander Resident in an Isolated Area and Incarcerated customers (transactions only).

**Note: A certified copy of the identification documents must also be submitted with this form.**

**Instruction: Place a tick in the box beside each of the documents that copies have been provided for certification.**

## Primary Photographic

- Australian or Foreign Passport (current or expired Australian Passport within the preceding 2 years), with English translation by an accredited translator (if not in English)\*.
- Australian Driver's Licence - Current, Renewed, Interim, Provisional, Driver's, Truck or Learner's^.
- Proof of Age Card (issued by an Australian State or Territory).
- Foreign National Identity Card (must be in English or English translation by an accredited translator)\*.

Must contain individuals name and either residential address (not PO Box) or date of birth.

## OR

## Primary Non - Photographic

- Birth Certificate (Australian) or Foreign Birth Certificate with English translation by an accredited translator (if not in English)\*^.
- Birth Extract issued by an Australian State or Territory.
- Citizenship Certificate - Australian or Foreign with English translation by an accredited translator (if not in English)\*.
- Pension or Government Health Card (Reference number required) (issued by Centrelink or the Department of Veterans' Affairs).

Must contain individuals name and either residential address (not PO Box) or date of birth.

## AND

## Secondary

- Notice issued by a Commonwealth, State or Territory Department. Notice of Financial Benefit less than 12 months old (eg Centrelink statement). Must contain the individual's name & residential address.
- Notice issued by the Australian Tax Office of debt or assessment less than 12 months old.
- Notice less than 3 months old issued by a Local Government Body or Utilities Provider that notes the provision of services to that address of that person (eg Council Rates, Water Rates, Electricity Bill, Gas Bill and Telephone Landline Bill).
- For a person under 18 years, a letter issued by a school principal (less than 3 months old) which includes a record of the length of time the person attended the school. Must contain the name of the individual & residential address.

Must be on letterhead and show individuals name and residential address (not PO Box)

- For a person 7 to 17 years, a Medicare Card.

Must show the individuals name

## Special Provisions

Minor 0 - 6 yrs

- Australian or foreign birth certificate or birth extract issued by Australian State or Territory^.

Must contain individuals name and date of birth.

Aboriginal + Torres Strait Islander Resident in an Isolated Area

- Statement from 2 persons who are recognised as community leaders (including elected members of an Aboriginal Council of the Community to which the individual belongs).

Must contain individuals name and either date of birth or residential address (not PO Box)

Incarcerated customer (transactions only)

- Original Justice of the Peace signed letter on prison letterhead

Must contain individuals name and date of birth.

^Photocopied front and back.

\*Minimum of one document is required for residents listed in Additional KYC Country List

**Details and signature of individual to be identified**

Account number (if known)  Account Name

Applicant Name  Applicant Signature

**Certifier's Details and Declaration**

**Note to Certifier:** please ensure copies are legible and record the following on each copy of the identification provided. "This is a true copy of an original or certified copy document provided"; then print and sign your name, date and Qualification No. (if applicable) and also provide your details below so that we may contact you if necessary to confirm this information.

**Certifier's Declaration**

**I confirm that:**

- 1. The person named above signed this form in my presence (not applicable for some Special Provisions);**
- 2. I sighted originals or certified copies of the documents noted on reverse of this form;**
- 3. I am satisfied that the copies of the original documents produced are a true copy.**

Category No. of acceptable certifier (see list below)  Qualification No. (if applicable)

Full Name of Certifier Title First Name Surname

Residential address (No PO Box)

Daytime Contact No.

Signature

**Privacy Statement** The Bendigo and Adelaide Bank Group is collecting your personal information in order to assist in the identification of the individual named above.

Categories of acceptable certifiers	(1) A lawyer – a person who is enrolled on the roll of the Supreme Court of a State or Territory or High Court of Australia, as a legal practitioner (however described)	(10) The post office – a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
	(2) A judge of a court of the Commonwealth of Australia	(11) An Australian Consular officer or an Australian Diplomatic officer (within the meaning of the Consular Fees Act 1955)*
	(3) A magistrate of the Commonwealth of Australia	(12) An officer with two or more year's continuous service with one or more financial institutions regulated in Australia (for the purposes of the Statutory Declaration Regulations 1993).
	(4) A Chief Executive Officer of a Commonwealth Court of Australia	(13) A finance company officer with two or more years of continuous service with one or more financial companies regulated in Australia (for the purposes of the Statutory Declaration Regulations 1993).
	(5) A registrar or deputy registrar of a court of the Commonwealth of Australia	(14) An officer with, or authorised representative of, a holder of an Australian Financial Services License having two or more years of continuous service with one or more licensees
	(6) A Justice of the Peace in Australian State or Territory	(15) Accountants (members of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Public Accountants with two or more year's continuous membership).
	(7) A Notary public (for the purposes of the Statutory Declaration Regulations 1993)	(16) Commissioner for Affidavits for Declarations or Oaths.
	(8) An Australian Police Officer	(17) A Pharmacist (within the meaning of the Statutory Declaration Regulations 1993)
	(9) A postal agent – an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public	*Where this form is being completed outside of Australia please refer to 11. Australian Consular officer or an Australian Diplomatic officer.

**Branch/Office Use Only. Identification Checked and input by**

Staff Name  Signature

Employee No.  Branch/Office Name