

# Identity certification

## 1. Who should use this form?

You should use this form if you are certifying copies of original identity documents that will be provided to the Northern Territory Superannuation Office (NTSO). A member who brings their original identity documents into the office to be sighted by a staff member does not need a person to certify their identity documents. A list of identity documents is on page 3 and 4.

## 2. Authorised certifiers

If you (the certifier) do not fit into one of the following categories, please contact NTSO:

- Legal practitioner
- Commissioner for Oaths
- Justice of the Peace, Public Notary
- Registrar or Master of a Court
- Sherriff or Sherriff's officer
- Medical practitioner, nurse or pharmacist
- Teacher employed on a full-time basis at a school or tertiary education institution
- An Australian Defence Force officer
- Bank, Building Society or Credit Union Officer with two or more years continuous service
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service
- Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership

## 3. Additional persons available for Members residing in a remote community

- Shire council member or employee
- Aboriginal Community Police Officer

## 4. Additional persons available for Members residing overseas

- Australian consular or diplomatic officer
- A notary public in a foreign country
- Permanent employee of the Commonwealth who is
  - a) in a country or place outside Australia
  - b) authorised under paragraph 3 of the *Consular Fees Act 1955*
  - c) and exercising his or her function in that place.

## 5. Certifying identification documents

Each original identity document must be sighted and checked against the copy. You, as an authorised certifier, must mark each copy with:

- "I certify this is a true copy of the original which I have sighted"
- your signature, name and the date of the certification
- your address, occupation, telephone number and registration number (as applicable).

## 6. Original document details

Please fill in the following fields for each piece of identification provided by the member.

Item	Category (refer to page 3)	Document type	Individual named on document
1.			
2.			
3.			

## 7. Statement by certifier

<input type="checkbox"/> I have examined the documents listed above and have certified each copy as a true copy of the original.	
<input type="checkbox"/> I am aware that providing false and misleading information is an offence under the <i>Anti-Money Laundering and Counter-Terrorism Financing Act 2006</i> .	
Full name	
Address	
Country	Job title
Registration no.	Phone
Certifier signature:	Date:

## 8. What type of identity documents can be provided?

At a minimum, the identity documents required to be provided must be from one of the following options:

- Option 1:** 1 x Category A document (**provided that it shows current residential address**)
- Option 2:** 1 x Category B document plus 1 x Category C document.

The identity documents you provide must clearly state your full name, date of birth and current residential address. If you have changed your name you will also need to provide a certified copy of either a Marriage certificate or Change of Name certificate issued by the Births, Deaths and Marriages Registration office. Commemorative marriage certificates will not be accepted. In limited circumstances, staff may ask a member to provide further identity documents. NTSO will only accept identity documents that are in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Rules as listed in the following table.

Category	Document type	Issued by	Mandatory requirements
<b>A</b> <b>Primary photographic identification document</b>	Driver licence	Australian State or Territory, or equivalent authority of foreign country	Photograph and signature (both sides)  Current (not expired)
	Passport <sup>#</sup>	Commonwealth	Photograph and signature  Current (or expired within past two years)
	Passport or similar document issued for the purpose of international travel <sup>#</sup>	A foreign government, the United Nations or an agency of the United Nations	Photograph and signature  Accompanied by an English translation prepared by an accredited translator
	Card issued proving a person's age <sup>#</sup>	Australian State or Territory	Photograph  Current (not expired)
	National identity card <sup>#</sup>	A foreign government, the United Nations or an agency of the United Nations	Photograph and signature  Current (not expired)  Accompanied by an English translation prepared by an accredited translator
<b>B</b> <b>Primary non-photographic identification document</b>	Birth certificate or birth extract	Australian State or Territory	
	Citizenship certificate	Commonwealth	
	Citizenship certificate	A foreign government	Accompanied by an English translation prepared by an accredited translator
	Birth certificate	a foreign government, the United Nations or an agency of the United Nations	Accompanied by an English translation prepared by an accredited translator
	Concession card	<i>Social Security Act 1991</i>	Current (not expired)

<b>C</b>  <b>Secondary identification document</b>	Notice	Commonwealth, Australian State or Territory	Issued within the last 12 months  Contains the person's name and current residential address, and records the provision of financial benefits under a law of the Commonwealth or Australian State or Territory
	Tax Assessment Notice	Australian Taxation Office	Issued within the last 12 months  Contains the person's name and current residential address, and records a debt payable to or by the individual by or to the Commonwealth.
	Notice	local government body or utilities provider	Issued within the past three months  Contains the person's name and current residential address, and records the provision of services by that local government body or utilities provider
	Notice for individuals under 18	a school principal	Issued within the past three months  Contains the person's name and current residential address, and records the period of time that the person attended school