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| 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.Authorised certifiersIf 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

Additional persons available for Members residing in a remote community* Shire council member or employee
* Aboriginal Community Police Officer

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
1. in a country or place outside Australia
2. authorised under paragraph 3 of the *Consular Fees Act 1955*
3. and exercising his or her function in that place.

Certifying identification documentsEach 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).

Original document detailsPlease 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.** |  |  |  |

Statement by certifier

|  |
| --- |
|[ ]  I have examined the documents listed above and have certified each copy as a true copy of the original. |
|[ ]  I am aware that providing false and misleading information is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. |
| **Full name** |  |
| **Address** |  |
| **Country** |  | **Job title** |  |
| **Registration no.** |  | **Phone** |  |
| **Certifier signature:**  | **Date:** |

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** |
| --- | --- | --- | --- |
| **A****Primary photographic identification document**#If you choose one of these documents, you will need to provide a category C document. | Driver licence | Australian State or Territory, or equivalent authority of foreign country | Photograph and signature (both sides)Current (not expired) |
| Passport# | Commonwealth | Photograph and signatureCurrent (or expired within past two years) |
| Passport or similar document issued for the purpose of international travel# | A foreign government, the United Nations or an agency of the United Nations | Photograph and signatureAccompanied by an English translation prepared by an accredited translator |
| Card issued proving a person’s age# | Australian State or Territory | PhotographCurrent (not expired) |
| National identity card# | A foreign government, the United Nations or an agency of the United Nations | Photograph and signatureCurrent (not expired)Accompanied by an English translation prepared by an accredited translator |
| **B****Primary non-photographic identification document** | 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 | *Social Security Act 1991* | Current (not expired) |

|  |  |  |  |
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| **C****Secondary identification document** | Notice | Commonwealth, Australian State or Territory | Issued within the last 12 monthsContains 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 monthsContains 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 monthsContains 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 monthsContains the person’s name and current residential address, and records the period of time that the person attended school |

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| End of form |