

## Appendix 1: Identity Documentation and Certification

Applicants who do not consent to electronic verification OR who fail the electronic verification check, will need to provide CERTIFIED COPIES of identification to Marketech, as outlined below. Non-English documents must be accompanied by an English translation prepared by an accredited translator.

### Acceptable forms of Identification

Acceptable document combinations are:

- One category A (where the ID provided is a Drivers Licence)
- Two category A
- One category A and one category B
- One category A and one category C

**CATEGORY A** – an original or certified copy of a Government issued photographic identification document.

Document	Requirements
Driver's Licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country	<ul style="list-style-type: none"> <li>• Must be current and contain a photograph, signature, full name, date of birth and address of the person.</li> <li>• <u>Front and back</u> of the Drivers Licence must be provided.</li> </ul>
A passport issued by the Australian government	<ul style="list-style-type: none"> <li>• Must contain a photograph, signature, full name and date of birth of the person.</li> <li>• Australian passports may be expired within the last two years but not have been cancelled.</li> </ul>
<b>International Clients only</b> A foreign passport issued by a foreign government for the purpose of international travel	<ul style="list-style-type: none"> <li>• Must contain a photograph, signature, full name and date of birth of the person.</li> <li>• Must be current.</li> <li>• If written in a language other than English, must be accompanied by an English translation prepared by an accredited NAATI translator.</li> <li>• International clients will be required to provide an originally certified copy of their current passport.</li> </ul>
<b>International Clients only</b> A National Identity Card issued by a foreign government	<ul style="list-style-type: none"> <li>• Must contain a photograph, signature, full name and date of birth of the person.</li> </ul>

**CATEGORY B** – an original or certified copy of evidence of address only

Document	Requirements
Tax Assessment Notice issued by the Australian Taxation Authority	Must be issued within the preceding twelve months
A Government benefits notice issued by a Government authority. E.g. Centrelink Statement	Must be issued within the preceding twelve months
A Utility Bill. E.g. Gas, Water, Electricity	Must be issued within the preceding three months
Australian Local Government Rates Notice	Must be issued within the preceding three months

**CATEGORY C** – an original or certified copy of a Government issued non-photographic identification document (must not be expired)

Document	Requirements
A Card issued under a law of a State or Territory for the purpose of proving the person's age	Must contain a photograph, full name and date of birth
Australian Medicare Card	Must be current

### **Certifying your documents**

All copies of ID submitted to us must be certified by an **approved certifier**.

**IMPORTANT:** A certified document **must** show the original stamp, name and signature of the certifier and must be dated within 3 months of when we receive your documents.

You can have copies of your ID certified by any one of the following:

- Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA)
- Legal professions: Legal practitioner, Patent attorney, Trademarks attorney
- Court positions: Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Notary public
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees.
- Police Officer
- Australia Post Employee