

Land title Identity verification form



Instructions

The details in section A must exactly match your identification documents. Section C should contain the address of the property being transacted (e.g. address of the property being sold, transferred, etc). If you have changed your name from that on an identification document, you will also need to provide a change of name document. You must produce original and current identification documents in one of the following categories. Please check which documents are acceptable below.

A translation will be required for Passports, Drivers licences and Birth certificates if not in English. The translation is to be completed by a NAATI accredited translator (go to www.naati.com.au for details).

You should produce two category 1 documents, if these have been issued to you. If you cannot satisfy category 1 requirements then you must produce documents from the highest other category possible.

Australian citizen or resident				Non-Australian citizen or resident
Category 1	Category 2	Category 3	Category 4 (a)#	Category 5
ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport including an Australian resident visa label ◊ 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport including an Australian resident visa label ◊ 	ONE of the following <ul style="list-style-type: none"> Australian drivers licence Proof of age card / Photo card (issued by a state or territory) 	<ul style="list-style-type: none"> Declaration of Identity[^] (issued in the last 3 months) 	<ul style="list-style-type: none"> Foreign passport AND <ul style="list-style-type: none"> ONE of the following <ul style="list-style-type: none"> (a) Australian / foreign drivers licence Proof of age card / Photo card (issued by a state or territory)
AND	AND	AND	AND	
ONE of the following <ul style="list-style-type: none"> Australian drivers licence Proof of age card / Photo card (issued by a state or territory) 	ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	OR <ul style="list-style-type: none"> (b) Full birth certificate
	AND <ul style="list-style-type: none"> ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	AND <ul style="list-style-type: none"> ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	AND <ul style="list-style-type: none"> ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	AND <ul style="list-style-type: none"> ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card Foreign government issued identity document
AND (if required) Change of name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate

How to lodge your application at Australia Post

- Lodge your form at any participating Australia Post retail outlet. To find the nearest participating outlet, please go to auspost.com.au/find/landtitle or call 13 POST (13 7678).
- Do not complete section D in advance. Your signature must be witnessed by the Australia Post verifier.
- Identification documents presented must be original and current.
- Copies of your identification documents will be certified as true copies and forwarded to your conveyancer / lawyer / mortgagee.
- Your photo will be taken by Australia Post and forwarded to your conveyancer / lawyer / mortgagee.
- The fee for the verification of identity service is payable to Australia Post. Fees can be paid by cash, EFTPOS, Visa or MasterCard. Cheques are not accepted.
- If you have a Client Authorisation form, or other registry instrument or document it can be presented and witnessed by Australia Post when this form is lodged.

◊ If your foreign passport does not contain an Australian visa sticker, you must present a letter / printed email from the Department of Immigration with your visa details;

* Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable;

^ The Declaration of Identity is a statutory declaration by a person who knows the applicant and must detail the following:

- The full name, address and date of birth (must be 18+ years of age) of the person making the declaration;
 - The occupation of the person making the declaration;
 - The nature of the declarants relationship with the person being identified;
 - A declaration that they are not a relative of the person being identified;
 - That the declarant is not a party to the conveyancing transaction the person being identified has or is entering into;
 - The length of time that they have known the person being identified (must be more than 12 months); and
 - That to the declarant's knowledge, information and belief the person being identified is who they purport to be.
- Note: The person being identified and the person making the statutory declaration are to attend and each be verified in the same face-to-face in-person interview.

Category 4(b) is not performed by Australia Post.

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Sections A, B and C (if applicable) must be completed in full before you lodge your form.
Please use black ink and print within the boxes in block letters.

Name of conveyancer / lawyer / mortgagee

A. Details of applicant

Title Family name / surname

Given name(s) (full name no initials)

Date of birth (DD / MM / YYYY)

Contact phone number

B. Current residential address

Unit number / street number / street name

Suburb / locality

State

Postcode

C. Property details - of property being transacted (if applicable)

Unit number / street number / street name

Suburb / locality

State

Postcode

D. Declaration by applicant

Do not sign until you lodge this form at Australia Post
Your signature must be witnessed by the Australia Post verifier.

I acknowledge that the information on this form is true and correct.

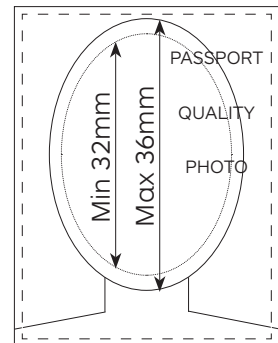
Please sign in
black ink
inside the box



Date (DD / MM / YY)

**Photo to be taken
and attached
by Australia Post
verifier only**

Secure photo face up



Privacy notice - Australia Post collects your personal information as an agent for the third party conveyancer / lawyer / mortgagee stated above in order to verify your identity on their behalf. Your personal information will be disclosed to the respective third party to fulfil this purpose. Without this information Australia Post would be unable to provide this service.

Your personal information is handled in accordance with Australia Post's Privacy Policy which outlines how to access and / or correct your personal information or make a privacy related complaint. You may contact the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001 for privacy related queries.

E. Australia Post use only

I, the Verifier listed below, hereby certify that;

1. This identification relates to the person listed in section A,
2. The identification was carried out on the date shown below,
3. Identification documents presented appear to be original and current. Certified copies are attached to this form.
4. Each photograph in the identification documents produced to me appear to be a reasonable likeness of the person being identified.
5. The identity verification has been conducted in accordance with the Registrar's Verification of Identity Standard.
6. I witnessed the person listed in Section A sign a Client Authorisation form, registry instrument or other document (if presented by the applicant).

Verifier's name

Comments

Date (DD / MM / YY)

Work centre code

Verifier's signature

Identity verified by

