

How to get copies of your ID and have it certified

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Free legal help to navigate the Royal Commission

Free advice line 1800 605 762 | Website knowmore.org.au

Why?

We need copies of your Identification so we can assist you with things like requesting your records. To do this, we need copies that show your **name, signature** and if possible, a **photo** of you.

What identification can I use?

If possible please provide a copy of **ONE** of:

- your passport, OR
- your driver's license or proof of age card (front and back), OR
- your birth certificate

If you cannot get one of these we will need a copy of **TWO** of these:

- your pension card from Centrelink (front and back)
- your Medicare card (front and back)
- your bank ATM card
- a bank or utility statement showing your address

If you have changed your name please provide copies of paperwork to link your old and new names, such as:

- Change of name certificate from the Birth's Deaths and Marriages registry office
- Marriage certificate
- Deed poll

The certification process:

A '*certified copy*' is a copy of an original document such as a birth certificate, marriage certificate or proof of identity that has been authorised (or stamped) as being a true copy of the original, by a qualified individual.

Please note a scanned copy sent electronically cannot be certified. The **original** document must be viewed by the person certifying and they must personally copy the original document and verify it by doing the following:

- use a stamp or write by hand on the copy "This is a true copy of the original document sighted by me" on each page of the document
- sign the statement
- affix the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp, and print the following details:
 - name and business address
 - contact telephone number
 - profession or occupational group (as listed below)
 - date verified
- if the certifying person is a Justice of the Peace they must list their registration number and Australian state/territory of registration

EXAMPLES: Front and back copies of driver's licence and a certified copy of passport



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Where can you get copies?

Libraries

Membership at Libraries is usually free. This could mean that you can use the computer and copying, printing and scanning services for free. Check with your local library and ask about free services for Pensioner and Concession card holders.

Printing shops (e.g. Officeworks, Kwik Kopy)

These stores offer self-service copying and printing.

Where can you get copies certified?

Post Office

Call first or drop in to your local Australia Post. Most of them have people who are able to certify your documents. Even if they cannot certify them, they will be able to help

1. check with the organisation that needs your ID to see if the Post Office staff are eligible to certify your documents.
2. If they can, Post office staff will take a photocopy of the original document and sign the document to certify that it's a true copy of the original.

Cost of certifying documents at Australia Post

- For the first page (1 or 2 sided) certified as being a true copy of the original \$4.95
- For subsequent pages (1 or 2 sided) certified as being a true copy of the original \$2.95
- **no charge** for this service if you have one of the following government-issued concession cards:
 - MyPost concession account card
 - Centrelink Pensioner Concession Card (PCC)
 - Department of Veteran Affairs Pensioner Concession Card (DVA-PCC)
 - Centrelink Health Care Card - SA only (HCC-SA)

Brisbane
Suite 1, Level 16, 141 Queen St,
Brisbane QLD 4000
PO Box 2151, Brisbane QLD 4001
t 07 3218 4500
f 07 3218 4590

Sydney
Suite G02, Ground Floor,
233 Castlereagh St, Sydney NSW 2000
PO Box 20319, World Square NSW 2002
t 02 8267 7400
f 02 8267 7490

Melbourne
Level 1, 180 Flinders St,
Melbourne 3000
PO Box 84, Flinders Lane VIC 8009
t 03 8663 7400
f 03 8663 7490

Who else can certify your Identification?

In Australia, the following people are authorised to certify documents:

- **Health professionals:** Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Chemist, Pharmacist, Physiotherapist, Psychologist
- Lawyer
- **Court positions:** Bailiff, Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
- Commissioner for Affidavits
- **Government representatives** (elected): Federal, State or Territory or Local
- **Public servants** employed for five years or more: Federal, State or Territory or Local
- **Bank** officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA)
- Member of:
 - Chartered Secretaries Australia
 - Engineers Australia, other than at the grade of student
 - Australian Defense Force (an officer; or a non-commissioned officer with five years or more continuous service; a warrant officer)
 - Australasian Institute of Mining and Metallurgy
- Notary public
- Police officer
- Sheriff or Sheriff's officer
- Teacher (full-time) at a school or tertiary education institution