

How to get certified copies of your ID

Australian Capital Territory

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 a photo of you, if possible).

What identification can I use?

Please provide a copy of **ONE** of these:

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

If you do not have any of the items listed above, 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 Births Deaths and Marriages registry office
- Marriage certificate
- Deed poll

Getting ID copies certified

A 'certified copy' is a copy of an original document. A qualified person must authorise (or stamp) the copy to prove it is a true copy of the original.

Note: a scanned copy sent electronically cannot be certified. The original document must be viewed by the person certifying it. They must personally verify the document 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 (listed overleaf)
 - Date verified
 - If the certifying person is a Justice of the Peace they must list their registration number and Australian state/territory of registration

Where to get copies

Libraries

Ask about free services for members or pensioner and concession card holders.

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

These stores offer self-service copying and printing.

Where to get copies certified

Post Office

- Check with the organisation that needs your ID to see if Post Office staff can certify your documents.
- Call first or drop in to your local Australia Post. Most are able to certify your documents. Even if they cannot certify them, they will be able to help.
- Post Office staff will take a photocopy of the original document and sign the copy to certify that it's a true copy of the original.
- The Post Office will charge a small fee for this service (fees vary depending on the number of pages being certified).
- There's no fee if you have a MyPost concession card.

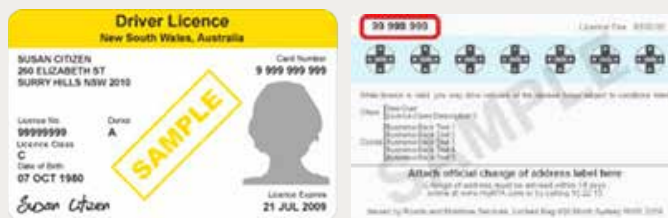
Who else can certify your ID?

In the Australian Capital Territory, the following people are authorised to certify copies of 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 or more years
- 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 Defence Force (an officer; or a non-commissioned officer with five years or more continuous service; or a warrant officer)
 - Australasian Institute of Mining and Metallurgy
- Notary public
- Police officer
- Sheriff or sheriff's officer
- A principal of an Australian secondary college, high school or primary school
- Minister of religion

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



Brisbane
Level 20, 144 Edward Street
Brisbane QLD 4000
t 07 3218 4500

Melbourne
Level 15, 607 Bourke Street
Melbourne VIC 3000
t 03 8663 7400

Sydney
Level 7, 26 College Street
Sydney NSW 2000
t 02 8267 7400

Perth
Level 5, 5 Mill Street
Perth WA 6000
t: 08 6117 7244