

# How to get certified copies of your ID

## Victoria

### 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 Victoria 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)

- The Secretary of a Building Society
- Notary public
- Police officer
- Sheriff or sheriff's officer
- A principal of teaching

### 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