

Remote Identification Form

For Individual only

This form must be signed by an "acceptable certifier"
(See overleaf for who can be an acceptable certifier)

Part A: Details of individual whose identity is to be certified

Name of Signatory (in full, no initials)

Date of Birth

Address (no PO Box/RMB address allowed)

Suburb

State

Postcode

Contact Phone Number

Signature (to be signed in the presence of the certifier)

Part B: Documents Examined by Certifier - see over for a list of acceptable documents

Primary Identification document

Type of Document

Document Number

Name on Document (cannot be initials)

Date of Birth

Date of Issue

Date of Expiry

Place of Issue

Secondary Identification documents

Type of Document - Document 1

Document Number

Name on Document (cannot be initials)

Date of Birth

Date of Issue

Date of Expiry

Place of Issue

Type of Document - Document 2

Document Number

Name on Document (cannot be initials)

Date of Birth

Date of Issue

Date of Expiry

Place of Issue

Part C: Details of Certifier

Name of Certifier

Occupation

Place of Employment

Business Telephone Number

Address

State

Postcode

Category of Acceptable Certifier (see overleaf)

Part D: Statement by Certifier

- I have examined the identification documents whose details are shown in Part B, consisting of:

A primary document

and

Two secondary documents

Copies of documents are attached

- The signatory signed the identification reference in my presence.

- I understand that Hume Building Society Limited is collecting my personal information for the purposes of confirming the certification undertaken by me and for no other reason. I consent to the Society contacting me to confirm the information given in this form.

Signature of the Certifier

Date

Please sign and return original of this form plus copies of documentation produced to Hume Building Society PO Box 343 Albury NSW 2640
For questions and queries relating to this form, please contact Hume Building Society Ltd 02 6051 3211.

Notes of Guidance for Completing this Form

An identification reference must be signed in the presence of an Acceptable Certifier.

The record must set out the name used by the signatory in relation to the account and must state that:

- > The certifier has examined:
 - > a specified primary identification document for the signatory and;
 - > two specified secondary identification documents for the signatory.

Primary identification Documents are:

- a birth certificate or birth extract issued by a State or Territory;
- a citizenship certificate issued by the Commonwealth;
- a citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- a birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- a pension card issued by Centrelink that entitles the person in whose name it is issued, to financial benefits;
- a licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued;
- a passport issued by the Commonwealth;
- a passport or a similar document issued for the purpose of international travel, that:
 - > contains a photograph and the signature of the person in whose name the document is issued;
 - > is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - > if written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
- a card issued under a law of a State or Territory for the purpose of providing the person's age which contains a photograph of the person in whose name the document is issued.
- a national identity card issued for the purpose of identification, that:
 - > contains a photograph and the signature of the person in whose name the document is issued;
 - > is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - > if written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.

In relation to a person under the age of 18:

- a student card issued by a secondary or tertiary institution that contains a photograph of the person in whose name the document is issued.
- a notice that was issued by a school principal within the preceding three months that contains the name of the person and his or her residential address and records the period of time that the person attended at the school.

Secondary Identification documents are documents (other than primary identification documents) issued by:

- > the Australian Taxation Office within the preceding twelve months that contain the name of the individual and his or her residential address;
- > a local government body or utilities provider within the preceding three months that contain the name of the individual and his or her residential address;
- > a current Medicare card;
- > a current credit card (note; only one credit card may be used for identification purposes).

Please note: Primary and Secondary Identification documents must have at least one given name plus surname in full (not initials).

Categories of Acceptable Certifier Within Australia

1. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
2. A judge of a court.
3. A magistrate.
4. A chief executive officer of a Commonwealth court.
5. A registrar or deputy registrar of a court.
6. A Justice of the Peace.
7. A police officer.
8. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
9. A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying services to the public.
10. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

Categories of Acceptable Certifier (Overseas)

11. An Australian consular officer or an Australian diplomatic officer.