

# Land title Identity verification form



## Your identity document requirements

To verify your identity, 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 the identity document, you will also need to provide a change of name document. Please check which documents are acceptable below.

To satisfy the identity document requirement, you must produce original and current documents in one of the following categories. A translation will be required for Passports, Drivers licences and Birth certificates if not in English. The English translation is to be completed by a NAATI accredited translator (go to [www.naati.com.au](http://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 category possible.

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

## 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](http://auspost.com.au/find/landtitle) or call 13 POST (13 7678).
- Do not complete section D. Your signature must be witnessed by the Australia Post verifier.
- Identification documents presented must be original and current.
- Your identity 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 your Land Titles Registration Office document, it must be presented when you lodge your application at Australia Post.

◊ 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 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;
- Declaring 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);
- That to the declarants knowledge, information and belief the person being identified is who they purport to be; and
- The person being identified and the person making the statutory declaration are to attend and be verified in the same face-to-face in-person interview.

# Where category 4(b) is used, the declarant must be a Bank Manager, Community Leader, Court Officer, Medical Practitioner, Land Council Officeholder, Local Government Officeholder, Nurse, Public Servant, Police Officer, Legal Practitioner or Conveyancer.

