

# ATTACHMENT 1



## Suggested Proof of Identity Checklist for Vendors (or appointed representative)

Vendor name:	
Property Address:	

### 1 Primary Proof of Identity documents (originals only):

The vendor (or representative) must provide **one** document from the following list.

*The original document must be sighted. The document must show the individual's name, day, month and year of birth, current photograph and signature.*

Place an 'X' in the box of the document provided.

- A current Australian photo driver's licence or other current photo card issued by a State or Territory Government agency.
- A current Australian passport
- A current non-Australian passport

Enter details of the document provided:

Document Type Eg. Australian Passport	Document number	Date of issue (DD/MM/YYYY)	Expiry date (DD/MM/YYYY)	Place of issue	Original document sighted by (please print name)

### 2 Secondary Proof of Identity documents (originals or certified copies):

The vendor (or representative) must provide **two** documents from the following list.

*The original documents must be sighted. The documents must show the individual's name, signature and residential address where applicable.*

Place an 'X' in the box of the document provided – (one of these documents must be provided).

- A current Medicare card      **OR**       A current credit card

Place an 'X' in the box of the document provided - (at least one document from this list to be provided).

- A current passbook or account statement from a bank, building society or credit union up to 1 year old
- An electoral enrolment card or the evidence of enrolment not more than 2 years old
- A gas or electricity bill up to 1 year old
- Water rates up to 1 year old

### 3 Proof of Legal Ownership of Property (original or certified copy) must be provided by the vendor (or representative):

The original document or a certified copy must be sighted. The document must show the property's residential address and vendor's name.

- A current rate notice up to 1 year old (or land valuation notice up to 1 year old)

**Declaration:** I have sighted and confirmed the Proof of Identity documents against original documents provided by the vendor (or appointed representative).

\_\_\_\_\_  
Name of Agent

A division of the Department of Finance & Services

\_\_\_\_\_  
Agent's Signature

Apr 2013

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date