

# Land title Identity verification form



## Instructions

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 an identification document, you will also need to provide a change of name document. You must produce original and current identification documents in one of the following categories. Please check which documents are acceptable below.

A translation will be required for Passports, Drivers licences and Birth certificates if not in English. The 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 other category possible.

Australian citizen or resident				Non-Australian citizen or resident
Category 1	Category 2	Category 3	Category 4 (a)#	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 (issued by a state or territory)</li> </ul>	<ul style="list-style-type: none"> <li>Declaration of Identity<sup>^</sup> (issued in the last 3 months)</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 (a)               <ul style="list-style-type: none"> <li>Australian / foreign drivers licence</li> <li>Proof of age card / Photo card (issued by a state or territory)</li> </ul> </li> </ul>
<b>AND</b>	<b>AND</b>	<b>AND</b>	<b>AND</b>	
<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Australian drivers licence</li> <li>Proof of age card / Photo card (issued by a state or territory)</li> </ul>	<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Full birth certificate</li> <li>Citizenship certificate</li> </ul>	<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Full birth certificate</li> <li>Citizenship certificate</li> </ul>	<b>ONE</b> of the following <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) Full birth certificate</li> </ul> <b>AND</b>
	<b>AND</b> <ul style="list-style-type: none"> <li><b>ONE</b> of the following               <ul style="list-style-type: none"> <li>Medicare card</li> <li>Centrelink card</li> <li>DVA card</li> </ul> </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>Medicare card</li> <li>Centrelink card</li> <li>DVA card</li> </ul> </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>Medicare card</li> <li>Centrelink card</li> <li>DVA card</li> </ul> </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>Medicare card</li> <li>Centrelink card</li> <li>DVA card</li> <li>Foreign government issued identity document</li> </ul> </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 in advance. Your signature must be witnessed by the Australia Post verifier.
- Identification documents presented must be original and current.
- Copies of your identification 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 a Client Authorisation form, or other registry instrument or document it can be presented and witnessed by Australia Post when this form is lodged.

◊ 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;

<sup>^</sup> The Declaration of Identity is a statutory declaration by a person who knows the applicant 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;
  - A declaration 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); and
  - That to the declarant's knowledge, information and belief the person being identified is who they purport to be.
- Note: The person being identified and the person making the statutory declaration are to attend and each be verified in the same face-to-face in-person interview.

# Category 4(b) is not performed by Australia Post.

