

# 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>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.

# Land title Identity verification form



\*2875 50214 7

Sections A, B and C (if applicable) must be completed in full before you lodge your form.  
Please use black ink and print within the boxes in block letters.

Name of conveyancer / lawyer / mortgagee

M	A	I	T	L	A	N	D		M	U	T	U	A	L		B	U	I	L	D	I	N	G		S	O	C	I	E	T	Y		L	I			
M	I	T	E	D																																	

## A. Details of applicant

Title  Family name / surname

Given name(s) (full name no initials)

Date of birth (DD / MM / YYYY)       Contact phone number

## B. Current residential address

Unit number / street number / street name

Suburb / locality  State  Postcode

## C. Property details - of property being transacted (if applicable)

Unit number / street number / street name

Suburb / locality  State  Postcode

## D. Declaration by applicant

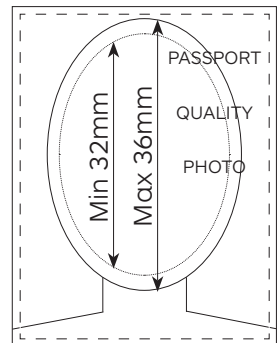
**Do not sign until you lodge this form at Australia Post**  
**Your signature must be witnessed by the Australia Post verifier.**  
I acknowledge that the information on this form is true and correct.

Please sign in  
black ink  
inside the box

Date (DD / MM / YY)

**Photo to be taken  
and attached  
by Australia Post  
verifier only**

**Secure photo face up**



**Disclaimer and privacy notice** - Australia Post collects your personal information whilst acting as an agent for the third party conveyancer/lawyer/mortgagee referred to on this form, to assist that third party in verifying your identity. Without that information, Australia Post may be unable to assist in the verification of your identity. For this purpose, you hereby consent to your personal information being disclosed by Australia Post to that third party, and to government bodies and enforcement agencies for the purposes of compliance with, or the enforcement of, law. Subject to certain exceptions allowed by law, you may request access to your personal information while it is stored by Australia Post. We will give you reasons where we deny access. Any privacy concerns or requests to access, update or correct any personal information should be directed to: The Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001. To view Australia Post's privacy policy go to [auspost.com.au](http://auspost.com.au).

## E. Australia Post use only

- I, the Verifier listed below, hereby certify that;
1. This identification relates to the person listed in section A,
  2. The identification was carried out on the date shown below,
  3. Identification documents presented must be original and current. Certified copies are attached to the form.
  4. Each photograph in the identity documents produced to me appear to be a reasonable likeness of the person being identified.
  5. The identity verification has been conducted in accordance with the Registrar's Verification of Identity Policy (defined in the Point of Sale system).
  6. I witnessed the person listed in Section A sign a Land Titles Registration Office document (if presented by the applicant).

Verifier's name

Comments

Date (DD / MM / YY)

Work centre code

Verifier's signature

Identity verified by

