

Checklist - Verification of Identity

1. Verification of Identity Details

Subject being verified:	(full name)
Verifier conducting the VOI:	(full name and qualification)
Date:	

Part A: VOI Standard

2. VOI Standard - Steps

2.1 Verification of Identification Documents and Categories

Set out below are categories of documents that are required to be used for the VOI Standard.

- Starting with Category 1, obtain from the Subject **original** documents from one of the Categories in the following table. If you are reasonably satisfied Category 1 cannot be met, then move to Category 2 and so on.
- The documents produced must be **current**, except for an expired Australian Passport which has not been cancelled and was current within the preceding 2 years.
- Category 5 - where the requirements of Categories 1 to 4 cannot be met, Category 5(a) may be used. Where Category 5(a) cannot be met, Category 5(b) may be used. Categories 6(a), and then 6(b), are for use for Persons who are not Australian citizens or residents.

You must retain a copy of all documents produced by the Subject, and Identity Declarant (if applicable). Consider how you will securely store this information and comply with Privacy Obligations. See the Office of the Australian Information Commissioner website.

Category	Identification Documents Required
For Persons who are Australian citizens or residents	
Category 1	Australian Passport or foreign passport <u>plus</u> Australian drivers licence or Photo Card <u>plus</u> change of name or marriage certificate if necessary
Category 2	Australian Passport or foreign passport <u>plus</u> full birth certificate or citizenship certificate or descent certificate <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> change of name or marriage certificate if necessary
Category 3	Australian drivers licence or Photo Card <u>plus</u> full birth certificate or citizenship certificate or descent certificate <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> change of name or marriage certificate if necessary
Category 4(a)	Australian Passport or foreign passport <u>plus</u> another form of government issued photographic identity Document <u>plus</u> change of name or marriage certificate if necessary
Category 4(b)	Australian Passport or foreign passport <u>plus</u> full birth certificate <u>plus</u> another form of government issued identity Document <u>plus</u> change of name or marriage certificate if necessary
Category 5(a)	Identifier Declaration <u>plus</u> full birth certificate or citizenship certificate or descent certificate <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> change of name or marriage certificate if necessary
Category 5(b)	Identifier Declaration by a Person specified in Verification of Identity Standard paragraph 5.4(e) who

	has also had their ID verified – <u>Australian Legal Practitioner, a Bank Manager, Community Leader, Court Officer, Doctor, Land Council Officeholder, Local Government Officeholder, Nurse, Public Servant or Police Officer</u> <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> change of name or marriage certificate if necessary
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For Persons who are not Australian citizens or residents

Category 6(a)	Foreign passport <u>plus</u> another form of government issued photographic identity Document <u>plus</u> change of name or marriage certificate if necessary
Category 6(b)	Foreign passport <u>plus</u> full birth certificate <u>plus</u> another form of government issued identity Document <u>plus</u> change of name or marriage certificate if necessary

2.2 Original Documents Sighted

- You must be reasonably satisfied the document is genuine.
- Where a document containing a photograph is produced by the Subject/Identity Declarant you must be satisfied that the Subject/Identity Declarant is a reasonable likeness (for example the shape of his or her mouth, nose, eyes and the position of his or her cheek bones) to the person depicted in the photograph.
- Where a document is produced containing a signature, check that the signature on the document is consistent with the Subject/Identity Declarant's signature below.
- Where a document is foreign, consider if you need a translation by an accredited translator.

2.2.1 Original Identity Documents Sighted

Document Description	Genuine and Original	Date	Current? (or expired Australian Passport which has not been cancelled, and was current within preceding 2 years)	If photo ID - is Subject a reasonable likeness?	If signature appears - is Subject's signature consistent?	Copy retained
	<input type="checkbox"/>	/ /	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Verification of Identity Checks

2.3.1 Individual

Requirement	Checked
Interview was Face-to-face in-person	<input type="checkbox"/> Date: Place:
Subject: Documents obtained in accordance with the VOI Standard:	<input type="checkbox"/> Sighted original and current documents. <input checked="" type="checkbox"/> Document Category ___ used <input checked="" type="checkbox"/> (If Category 1 wasn't used) I am reasonably satisfied that a prior Category could not be used. <input type="checkbox"/> Copies have been attached to this checklist.

2.3.3. Body Corporate (including incorporated association)

Requirement	Checked
Name of body corporate being identified:	
Established existence, current registration and identity by:	<input checked="" type="checkbox"/> current ASIC search <input checked="" type="checkbox"/> other (specify e.g. other regulatory body with whom the body corporate is required to be registered):
Established who is authorised to sign or witness affixing of common seal by:	<input checked="" type="checkbox"/> s127 and s129(2) <i>Corporations Act</i> and current ASIC search <input checked="" type="checkbox"/> other (specify):
Verified identity of each individual signing or witnessing affixing of seal as per item 3.3.1:	<input checked="" type="checkbox"/> complete separate checklists for each individual

2.3.4 Are any further steps required to verify identity?

If you have any doubts in relation to the identity of the Subject, or Identity Declarant (if applicable), you must make further enquiries.

Requirement	Checked
Is there any reason to believe that any identity document is not genuine?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Details:
Is the photograph on an identity document not a reasonable likeness?	No <input type="checkbox"/> Yes <input type="checkbox"/> Details:
Is any signature on an identity document produced by the Subject and/or Identity Declarant not consistent with the signature of the Subject and/or Identity Declarant respectively?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Details:
Is there any reason to believe that the Subject and /or Identity Declarant does not appear to be the person to whom an identity document relates?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Details:
Is there any other reason for the Verifier to believe that further evidence of identity is required?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Details:
If yes to any question, Verifier must undertake further steps to verify identity of Subject and/or Identity Declarant. <i>Examples of further steps that could be taken are provided in ARNECC Model Participation Rules (Version 4) Guidance Note 2 (as at May 2017).</i>	<input checked="" type="checkbox"/> specify further steps taken:

Part B:

3. Signatures

3.1 Signature of Subject

	/ / (date)
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3.2 Signature of Verifier

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