

# How to Provide Certified Identification



We are required by law to collect from you certified identification to hold on file. We may also need this documentation for part of your disbursement funding loan, should you have chosen to go with this option. Follow the below instructions to understand how to provide us with your certified identification.

## Types of identification documents

The following documents are suitable forms of identification:



**AUSTRALIAN DRIVER'S LICENCE**



**PASSPORT AND DOCUMENT WITH FULL NAME AND RESIDENTIAL ADDRESS**  
(see Types of Identification Document for detail on accepted formats)



**PROOF OF AGE CARD**  
(with photograph)

If you do not have any of the above forms of ID, please contact us so that we can assist you to identify what alternative forms of ID will be acceptable.

## Getting your documents certified

**STEP 1** – Take the originals and copies of your identification documents to a document certifier from the following list:

- |                                  |  |   |
|----------------------------------|--|---|
| a. Justice of the Peace          | f. Police Officer  | i. Permanent employee of a Commonwealth, State / Territory or local government with at least 2 years continuous service |
| b. Legal Practitioner            | g. Full time teacher (school/tertiary)   | j. Commissioner for Declarations  |
| c. Pharmacist                    | h. Bank / credit union / building society officer with at least 2 years continuous service | k. Notary Public Officer  |
| d. Medical Practitioner or nurse |  |   |
| e. Accountant                    |  |   |


**STEP 2** – When meeting with the qualified certifier, ask them to follow these instructions:

### Instructions for the certifier

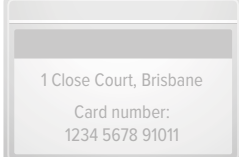
Once you (the certifier) have sighted the original identification document and the copy, and confirmed that both documents are identical, write or stamp the statement as displayed in the example below, on each page of the copy.

### Example of certified identification

The copies should be certified to match this example. All details must be included.



FRONT



BACK

I certify that this is a true copy of the original document sighted by me.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Certifier classification: (eg. JP) \_\_\_\_\_

## How to provide us with your certified documents

- Scan and email back to your legal team
- Post directly to your legal team; or
- Hand them back in person to a local Shine Lawyers branch. Visit [shine.com.au](http://shine.com.au) to find your closest branch.

Please contact your legal team if you have any questions in regards to this process.

Thank you for helping us progress your claim.

# Types of Identification Documents



We may need to use more than one piece of ID if you do not have a current form of ID that contains your full legal name, date of birth and residential address.

We need to collect a certified copy of identification documents that feature your:

- ✓ Full legal name
- ✓ Date of birth
- ✓ Residential address

We may need to use more than one piece of ID if you don't have a current form of ID that contains all of the information required.

## What you need to do

- Please supply one certified copy of a document from column A, or
- if you don't have access to one of the documents in column A, please supply a combination of documents from columns B and C.

A	OR	B	+	C
<p><b>Document with full name, date of birth and residential address</b></p> <ul style="list-style-type: none"> <li>• Australian Drivers Licence</li> <li>• Government issued proof of ID, Proof of age or photo card</li> </ul>		<p><b>Document with full name and date of birth</b></p> <ul style="list-style-type: none"> <li>• Passport (Australian or international)</li> <li>• Birth Certificate / Extract</li> <li>• Citizenship Certificate (Australian or international)</li> <li>• Government issued proof of ID</li> </ul>		<p><b>Document with full name and residential address</b></p> <ul style="list-style-type: none"> <li>• Letter issued by Federal, State or Territory government within the last 12 months containing full name, residential address and records the provision of financial benefits</li> <li>• Letter issued by the ATO within the last 12 months containing full name, residential address and amount owed or to be refunded</li> <li>• Centerlink Health Care Card or Commonwealth Seniors Health Card</li> <li>• Pension Card (issued by Centrelink)</li> <li>• A bank/credit union/building society statement</li> </ul> <p>The documents shown below must have been issued within the preceding 3 months:</p> <ul style="list-style-type: none"> <li>• An account invoice (eg mobile phone, internet or pay TV)</li> <li>• Utility bill (eg. Water, electricity, gas or land telephone)</li> <li>• Council rates</li> </ul>

Please contact your legal team if you have any questions in regards to appropriate forms of ID.