

# Member Identification

## Member name

In order to verify your identity, Police Credit is required to request information under the Anti-Money Laundering and Counter Terrorism-Financing Act 2006 (Cth).

The Legislation covers the provision of the following designated services:

- Savings Account
- Loan or other Credit Facility
- First Home Savers Account
- Cheque Book
- Financial Planning Services
- Access Card
- Retirement Savings Account

If you are a **visiting a PC branch**, please present the following information as per the indicated category below. If you are returning forms **via mail**, please arrange for the identification documents below to be **presented, certified and forwarded** to Police Credit with the **Certification Form**.

Should you require any assistance with completing this process, please call Member Response on 13 63 73.

## Required Documents

**Please Note:** Documents that contain address details must contain current residential address and any documents that contain a different name must provide additional documentation to show your change of name (ie marriage certificate issued by the Office of Births, Deaths and Marriages).

- Option 1**  
*Default option* **Choose this option for non-standard occupations where we are unable to verify your employment (eg via payslip, employee number etc)**  
1 document from Category A **and** 1 document from Category B  
**OR**  
1 document from Category A **and** 2 documents from Category C **and/or** D  
(eg Driver's Licence and Birth Certificate and ATM card)
- Option 2**  
**Choose this option where employment is easily verifiable (eg due to providing government employee number or workplace identification)**  
1 document from Category A (eg Driver's Licence or Passport)
- Option 3**  
*Under 18* **Choose this option if you are a minor under 18 years of age (see over)**  
• Not of School Age (birth certificate)  
• School Age (birth certificate, passport or driver's learners permit **and** letter from school principal or other reliable and independent information available for a person under 18 years – see over)
- Option 4**  
**Non-resident of Australia (see over)**

## Category A Documents – Primary Photographic Identification

- Current Driver's Licence
- Current Australian Passport (or one that has expired within last 2 years)
- Current Foreign Passport (or one that has expired within last 2 years)
- Current Government Issued Proof of Age Card which contains a photograph

## Category B Documents – Primary Non-Photographic Identification

- Birth Certificate or Extract of Birth Certificate
- A Medicare Card, Department of Veterans' Affairs Card or any other entitlement card issued by the Australian government
- A Pension Card issued by Centrelink
- An Electoral Enrolment Card
- Australian Citizenship Certificate
- Loan Document held by another Financial Institution
- Land Title Office Records

## Category C Documents – Secondary Identification

- Council Rates Notice or Utilities Bill issued within last 3 months (with residential address)
- Tax Assessment Notice issued by the ATO within last 12 months
- Benefit Notice issued by Australian, State or Territory governments within last 12 months

## Category D Documents – Other Reliable and Independent Identification

- Current Credit/Debit Card (only one card per financial institution)
- Current other (non-government) Health Benefits Card
- Current Photo Identity Card for Australian Defence Forces or Federal or State Police or of an approved sub-contractor to these agencies undertaking a primary function of such agencies
- Current Firearm, Security Industry or Commercial Agents and Private Inquiry Agents operator licence issued by respective State or Federal authority
- A current Consular Photo Identity Card issued by the Department of Foreign Affairs and Trade

## A Minor Under 18 Years of Age

- Not of school age**  
Birth Certificate or Extract of Birth Certificate or Own Passport
- Of school age – both of the following documents**  
Birth Certificate or Extract of Birth Certificate or Own Passport or Current Learner Permit as issued by Vic Roads or their interstate equivalent; **AND**
- One of the following documents
  - Notice issued by School Principal within last 3 months, showing name and residential address of child and which records the period of time the minor attended the school or;
  - Medicare card; or
  - Government issued document containing name, address and date of birth, ie Centrelink or ATO Child Support Office notice or correspondence; or
  - Concession card, current issue, eg as issued by Public Transport Commission; or
  - School Identification card, containing a photograph of the person in whose name it was issued and the contact details of the institution who issued it (ie school name); or
  - A primary document not already presented.

## Non-Resident of Australia

- One or more of the following documents and one or more from Categories B, C and D:
  - Current Passport (with English translation)
  - Citizenship Certificate issued by a foreign government (with English translation)
  - Birth Certificate issued by a foreign government (with English translation)
  - A notice issued to the individual by the Commonwealth within the preceding twelve (12) months that records the provision of visa status to the individual and contains the name of the individual and their residential address

## Non-Resident of Australia employed within Police Credit's core membership

- One of the ABOVE PRIMARY documents **AND**
- One document from Category B - Primary Non-Photographic Identification, **along with**
- One document from Category C OR D **AND MUST provide a** Workplace employment contract, issued within the preceding twelve (12) months that records the offer of employment, including term, where the employer is from within Police Credit's core membership (ie police, health and government).

Police Credit as a reporting entity in collecting any personal information is subject and will abide by the obligations of the Privacy Act 1988, which regulates the collection, use, disclosure, quality and security of personal information. A copy of our Privacy Statement is available from Police Credit's website or by calling our offices during business hours.

# Certification Form

## Categories of Certifiers

Category of referee  Insert relevant number (see list below)

1. Police Officer
2. Medical Practitioner
3. Dentist
4. Nurse
5. Pharmacist
6. Minister of Religion
7. Optometrist
8. Physiotherapist
9. Registrar or Deputy Registrar of a Court
10. Justice of the Peace
11. Veterinary Surgeon
12. Accountants (Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants).
13. Officer of a Financial Institution (with five or more continuous years of service with one or more financial institutions).
14. Officer of a Finance Company (with five or more continuous years of service with one or more finance companies).
15. Legal practitioner

Contact Member Response on 13 63 73 & press 3 for further options

## Certifier's details

Surname

Given Name/s

Place of Employment/Business Name (if applicable)

Address of Place of Employment/Business (PO Box not acceptable)

Business Telephone No.

Occupation (Registration No. to verify your eligibility as a certifier)

## Person for whom documents are being certified

Surname

Given Name/s

Residential Address

Date of Birth

Member No. (if known)

## Documents certified

Type of Document

Category

The person providing this form to you has applied for membership and services at Police Credit and requires you to certify the copy/ies of the document/s they are providing to you as a true and correct copy of the original document/s. This information is required to verify the identity of the person in compliance with the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) (AML/CTF Act). We remind you that it is an offence under the AML/CTF Act, to give false and misleading information. Any personal information you provide (your name and contact details) in undertaking this task will only be used by Police Credit to contact you when we verify your certification of the documents noted below.

## Certifier statement

I have examined the original identification documents listed above.

**I have endorsed each copy of the identification document in the following manner.**

This is to certify that this is a true copy of the original which I have sighted.

Date: **eg 14.07.2009**

Title: **eg Dr. or Mr. or Mrs**

Name: **Mr John Citizen**

Registration Number (if applicable): **1234**

Signed: *John Citizen*

Signature of Certifier

Date