

# Documentation Certification Instructions

## List of eligible persons allowed to certify true copies of identification documents

- Accountant who is:
  - A fellow of the National Tax Accountants' Association; or
  - A member of any of the following:
    - Chartered Accountants Australia and New Zealand.
    - The Association of Taxation and Management Accountants;
    - CPA Australia;
    - The Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Architect
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955). This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
  - Consul-General
  - Consul
  - Vice-Consul
  - Trade Representative
  - Consular Agent
- Australian Diplomatic Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
  - Ambassador
  - Commissioner
  - Charge d'Affaires
  - Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar
  - High Commissioner
  - Head of a Mission
  - Minister
- Australian Public Service employee engaged on an ongoing basis with 2 or more years of continuous service who is otherwise not specified in this section
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Chiropractor
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Dentist
- Employee of the Australian Trade and Investments Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Engineer who is:
  - a member of Engineers Australia, other than at the grade of the student; or
  - Registered Professional Engineer of Professionals Australia; or
  - registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - registered on the National Engineering Register by Engineers Australia
- Financial adviser or financial planner
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Legal practitioner
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Medical practitioner
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Institute of Chartered Accountants in Australia and New Zealand, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Midwife
- Migration agent registered under Division 3 of Part 3 of the Migration Act (Cth) 1958
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public, including a notary public (however described) exercising functions at a place outside the Commonwealth and the external Territories of the Commonwealth
- Nurse
- Occupational therapist
- An officer with, or authorized representative of, a holder of an Australian financial services licence (AFSL), having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian Credit Licence (ACL), having 2 or more years of continuous service with one or more licensees
- Optometrist
- Patent attorney

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- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - a State or Territory or a State or Territory authority; or
  - a local government authority; with 2 or more years of continuous service and the person is not already specified on this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- Pharmacist
- Physiotherapist
- Police officer
- Psychologist
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - a Commonwealth authority; or
  - a State or Territory
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Trade marks attorney
- Veterinary surgeon



### Located outside of Australia?

For customers located outside Australia, a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents can certify your true copy of original identification.

All documents must be current unless otherwise stated.

If your passport is not written in English, an accredited translation is required.

### How to CERTIFY acceptable identification documentation

The certified photocopy/s must include a statement: *"I certify that this is a true copy of the original document"*

The certifier must also include their full name, original signature, date of certification and qualification or occupation which makes them eligible, on the photocopied ID.

Digital Signatures are NOT accepted.

A person may not certify their own documents. An applicant cannot certify documents for another applicant.

### Acceptable documentation identification standard

We accept CERTIFIED photocopies of original Passport, Driver Licence and Medicare card by email. All other photocopies of identification documents must be certified and submitted by post. Please DO NOT send original identification documents by post.

### Identification Documentation Requirements

#### Original certified copy (wet ink) of:

- 1 x Primary Photographic Identification – **Option A**
- 2 x Primary Non Photographic Identification – **Option B**
- 1 x Primary Non Photographic identification – **Option B** – and 1 x Secondary Identification – **Option C**

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### Option A – Primary Photographic Identification – *Sufficient ID by itself*

- Australian Passport issued by the Commonwealth, which has not been expired for more than 2 years
- Driver licence issued in Australia (front and back of licence must be provided)
- Proof of Age Cards – issued under a law of a state or territory (all States)
- NSW Photo Card and Birth Card or a WA Photo Card (not currently available in other states)
- International Passport or Travel Document which:
  - contains a photograph of the person in whose name the document is issued;
  - is issued by a foreign government, the United Nations (UN) or an agency of the UN; and
  - if written in language not understood, accompanied by an English translation from an accredited translator.
- A national identity card issued for the purpose of identity which:
  - contains a photograph and signature of the person in whose name the document is issued;
  - is issued by a foreign government, the United Nations (UN) or an agency of the UN; and
  - if written in language not understood, accompanied by an English translation from an accredited translator.
- Firearms licence issued under law (all States)

OR

### Option B – 2 x Primary Non-Photographic Identification

- Birth certificate or birth extract issued by an Australian State or Territory
- Birth certificate issued by a foreign government, the United Nations or an agency of the UN
  - if written in language not understood, accompanied by an English translation from an accredited translator.
- Citizenship certificate issued by the Commonwealth
- Citizenship certificate issued by a foreign government:
  - if written in language not understood, it must be accompanied by an English translation from an accredited translator.
- A pension card or health care card issued by Centrelink/Department of Human Services that entitles the person in whose name the card is issued, to financial benefits
- A pension card or health care card issued by the Department of Veteran Affairs (DVA) which contains the full name and address/date of birth of the individual

OR

### Option C – 1 x Primary Non-Photographic (– refer to Option B) and 1 x Secondary Identification

- A notice that was issued to an individual by a the Commonwealth, State or Territory within the preceding 12 months which:
  - contains the name of the person and his or her residential address; and
  - records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory.
- A notice issued by the Australian Taxation office to the individual within the preceding 12 months which contains the name of the individual and his or her residential address and records a debt payable to or by the individual by or to the Commonwealth under a Commonwealth law relating to taxation
- A notice that was issued by a local government or utilities provider e.g. gas, electricity, water, rates within the preceding 3 months that:
  - contains the name of the person and his or her residential address; and
  - records the provision of services by the local government body or utilities provider to that address or to that person.
- Security Guards/Crowd Safety Officer Identity Card
- Australian Defence Force Identity card (other than where the card is issued to spouses of defence force personnel)
- NSW Security Licence issued by NSW Police

**How to submit your document** Please send Original Certified Copies of documents via email or post to:

✉ [compliance@abcbullion.com](mailto:compliance@abcbullion.com)

📍 **ABC Bullion**  
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