

**At least 1 document must display your name and current residential address and match the details provided in your application.**

Once collected, please return certified documents to [support@selfwealth.com.au](mailto:support@selfwealth.com.au)

As part of our Anti-Money Laundering and Counter-Terrorism Financing Act 2006 obligations, Selfwealth is required to verify the identity of all applicants. Unfortunately, as you didn't pass the electronic verification process, **you will need to provide additional documents to verify your identity.**

You have 3 options on which documents to provide:

Option 1: (the simplest and easiest)	Option 2:	Option 3:
2 x <b>Category A</b> documents	1 x <b>Category A</b> document 1 x <b>Category B</b> document	1 x <b>Category A</b> document (if this shows your residential address) 1 x <b>Category C</b> document

**All ID documents must be certified by an approved certifier and be certified within the last 90 days.**

## Category A

You can provide two of these, or one of these PLUS a Category B or C document.

A **certified** copy of one of the following government-issued photo ID documents:

- A current driver's license or government-issued permit that contains your photo and date of birth. Your copy must show the front and back of the driver's license.
- A passport issued by the government containing a photograph of the applicant and date of birth. (Australian passports may have expired within the last two years but not have been cancelled. All other passports must be current)
- A national identity card issued for the purpose of identification, that contains a photograph and your signature.

## Category B

You can provide one of these alongside a Category A document.

For your Category B ID document, we will accept a **certified** copy of one of the following documents that contains your name and current residential address:

- Bank statement/Credit Card statement within the preceding 90 days
- A utility bill within the preceding 90 days
- Home and/or contents insurance policy statement
- A document issued by ATO within the preceding 12 months
- A document issued by a local government body or utilities provider within the preceding 90 days that records the provision of services to that address or to that person
- A tax-assessment notice issued by the ATO within the preceding 12 months
- A local government rates notice within the preceding 90 days

## Category C

An original or certified copy of a government-issued non-photographic ID document that hasn't expired.

- A card issued under a law of a State or Territory for the purpose of proving the person's age, containing a photograph of the person in whose name the document is issued along with their date of birth.
- A Medicare card.

## Certification

**All ID documents must be certified by an approved certifier and be certified within the last 90 days.**

## Who can certify my documents in Australia?

For copies of your original documents to be certified, they must be signed by one of the following:

- Medical practitioners: A registered or licensed dentist, medical practitioner, pharmacist or veterinary surgeon along with their registration number.
- Legal professions: Legal practitioner, Patent attorney, Trademarks attorney.
- Court positions: Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court.
- Police Officer
- Accountant (who is a member of ICA, ASA, NIA or CPA, ATMA, NTAA)
- Commissioner of Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Notary public
- Permanent employee of Australia Post with two or more years of continuous service
- An officer with, or representative of, a holder of an AFS license, having two or more continuous years of service with one or more licensees.

If you're **outside Australia**:

- Justice of the Peace
- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- An officer with, or authorized representative of, a holder of an Australian financial services license, having two 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 license, having two or more years of continuous service with one or more licensees.

### How do they certify my documents?

On each page of the photocopy, the approved certifier needs to:

- Write the text, 'This is to certify that this is a true copy of the original document which I have sighted'
- Write the date on which the document was certified
- Sign the copy
- Print their full name and full address
- Note the position that allows them to certify the document; (e.g. 'police officer')
- Write their registration number (if applicable)

#### Some things to note:

- At least one document must display your name and current residential address and match the details provided in your application.
- None of the documents can be expired.
- The certification on the documents cannot be older than 90 days.
- The certifier must be impartial, therefore cannot witness their own documents or documents of family members.

If your documents do not meet the above criteria, they may not be accepted for the purposes of establishing a Selfwealth account.

Please return your certified documents to [support@selfwealth.com.au](mailto:support@selfwealth.com.au)