

Complete list of people who can certify your documents and acceptable proof of identity documents

Complete list of people who can certify your documents.

A document will only be acceptable as a certified copy for these purposes if it has been certified as a true copy of the original document by one of the people in the list below. Please note, if you live overseas, a different set of certifiers apply (see 'Complete list of people who can certify documents for overseas residents' on page 2).

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more continuous years of service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more continuous years of service
- Employee of the Australian Trade 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 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more continuous years of service
- Holder of a statutory officer not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more continuous years of service; or
 - a warrant officer within the meaning of that Act
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of 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
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with two or more continuous years of service who is employed in an office supplying postal services to the public

- Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State of Territory authority; or
 - a local government authority; with two or more continuous years of service who is not specified in another item in 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
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive service employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State of Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy.
- a 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)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with on or more licensees.

Complete list of people who can certify documents for overseas residents

The following people can certify copies for overseas residents:

- a judge of a court
- a registrar or deputy registrar of a court
- a police officer
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).
- Employee of the Australian Trade 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 (d) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place.
- a person authorised as a notary public in a foreign country



I certify that this document is a true copy of the original having been sighted by me on this day
1 January 2016.

Sergeant Michael Sample,
Police Officer
0398574226AB
123 Simple Street
SIMPLETOWN VIC 3012

Complete list of proof of identity documents

You must provide:

- an original or certified copy of a primary photographic identification document

or both

- an original or certified copy of a primary non-photographic identification document, and
- an original or certified copy of a secondary identification document.

Any documentation provided must not have expired, with the exception of a Commonwealth passport which has expired within the preceding 2 years.

Please note, if you live overseas a different set of verification documents apply (see 'Proof of ID for overseas residents' on page 2).

In addition to the proof of identity requirements described, VicSuper may from time to time be required to collect and verify additional identification or proof documents.

What is a primary photographic identification document?

1. A licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued.
2. A passport issued by the Commonwealth.
3. A passport or a similar document issued for the purpose of international travel, that:
 - a) contains a photograph and the signature of the person in whose name the document is issued
 - b) is issued by a foreign government, the United Nations or an agency of the United Nations, and
 - c) if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator.
4. A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued.
5. A national identity card issued for the purpose of identification, that:
 - a) contains a photograph and the signature of the person in whose name the document is issued
 - b) is issued by a foreign government, the United Nations or an agency of the United Nations, and
 - c) if it is written in a language that is not understood by the person carrying out the verification – is accompanied by an English translation prepared by an accredited translator.

What is a primary non-photographic identification document?

1. A birth certificate or birth extract issued by a State or Territory.
2. A citizenship certificate issued by the Commonwealth.
3. A citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
4. A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
5. A pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

What is a secondary identification document?

1. A notice that:
 - a) was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months
 - b) contains the name of the individual and his or her residential address, and
 - c) records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be).
2. A notice that:
 - a) was issued to an individual by the Australian Taxation Office within the preceding 12 months
 - b) contains the name of the individual and his or her residential address, and
 - c) records a debt payable to or by the individual by or to respectively) the Commonwealth under a Commonwealth law relating to taxation.
3. A notice that:
 - a) was issued to an individual by a local government body or utilities provider within the preceding three months;
 - b) contains the name of the individual and his or her residential address, and
 - c) records the provision of services by that local government body or utilities provider to that address or to that person.
4. In relation to a person under the age of 18, a notice that:
 - a) was issued to a person by a school principal within the preceding three months
 - b) contains the name of the person and his or her residential address, and
 - c) records the period of time that the person attended at the school.

Proof of ID for overseas residents

If you live overseas or you direct VicSuper to make payments to an overseas address or to a foreign bank account, your verification documents must include a passport or similar document for the purpose of international travel as described in point 2 and 3 below, as well as documentation which verifies your full name, residential address and date of birth.

What proof of identity information must be provided?

1. A passport issued by the Commonwealth, or
2. A passport or a similar document issued for the purpose of international travel, that:
 - a) contains a photograph and the signature of the person in whose name the document is issued
 - b) is issued by a foreign government, the United Nations or an agency of the United Nations, and
 - c) if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
3. And, one of the following:
 - a) a licence or permit issued under the law or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued and contains their residential address, or
 - b) a notice that:
 - i) was issued to an individual by a local government body or utilities provider within the preceding three months
 - ii) contains the name of the individual and his or her residential address, and
 - iii) records the provision of services by that local government body or utilities provider to that address or to that person.