

KYC - Acceptable Identification Documents for Individuals

MUST provide identification as per the following options:

- At least **ONE** Primary identification document type **OR**
- At least **TWO** different types of Secondary identification document
- **Each** identification document that is accepted **MUST** have **Name and Date of Birth or Residential Address** (except Medicare Card)
- No document type can be used more than once
- Documents must be current unless otherwise specified
- Where information is given that is different or has changed from that shown on identification documents, appropriate linking documents that explain the difference must be provided
- Utility Bill is not accepted as an identification document, but is accepted as a linking document to explain an address change

Category	Verification Document
Primary Identification Document Types	<ul style="list-style-type: none"> • Australian photographic driver's licence or learner's permit • Australian Passport (current, or one that has expired within the past two years) • Foreign Passport* • Australian State/Territory Government issued Proof of Age card • Foreign Government issued National Identification card* • Australian Firearms/Shooting Licence • Australian Explosives Licence • Australian Waterways/Boat Licence
Secondary Identification Document Types	<p>Maximum of ONE of each Document type:</p> <ul style="list-style-type: none"> • Birth certificate, birth card, birth extract issued by an Australian State or Territory, or Foreign Government* • Australian Medicare card • Foreign driver's licence* • Australian or Foreign citizenship certificate* • Australian Government card or notice issued by Centrelink to concession holder. Includes any ONE of: <ul style="list-style-type: none"> • DHS Commonwealth Seniors Health Card or Health Care Card • DHS or DVA Pensioner Concession card • Benefits Notice (less than 12 months old) • Australian ImmiCard. Includes any ONE of: <ul style="list-style-type: none"> • Evidence of Immigration Status (EIS) ImmiCard • Permanent Resident Evidence (PRE) ImmiCard • Residence Determination ImmiCard (RDI) • Australian School attendance letter issued by principal to person under 18, recording residential address and period of attendance (less than 3 months old) • Australian Tax Office (ATO) assessment notice (less than 12 months old) with name and residential address • Notice issued by approved Australian Aged Care facility (less than 12 months old) with name and residential address • Letter issued by the Australian Electoral Commission (less than 3 months old) with name and residential address

*If the identification document is written in a language other than English, the customer must provide a translation into English by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters.

Alternative Primary Identification Document Types	<p>If an Indigenous Australian or Torres Strait Islander and not otherwise able to provide other forms of identification, ONE of the following may be used;</p> <ul style="list-style-type: none"> • Indigenous Community Identification Card OR • Community Leader Document: Verification in writing and signed by two Indigenous Australians or Torres Strait Islanders who are: <ul style="list-style-type: none"> • elected members of an Aboriginal Council; or • members of a regional council; or • members of a land council; or • Community leaders <p>The Community Leader Document must contain full name and date of birth and may consist of one letter signed by 2 community leaders or 2 letters each signed by a different community leader.</p>
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Acceptable Linking Documents

Name	Adoption Papers	Birth Certificate with Endorsement	Change of Name Certificate (Deed Poll)
	Court Order	Marriage Certificate	Certificate of Divorce (Decree Nisi)
Address	Lease/Rental Agreement	Change of Address label on back of Driver's Licence	Utility Bill (no more than 3 months old)