

Proof of Identity Checklist for Vendors (or appointed representative)

Vendor name:	
Property Address:	

1 Primary Proof of Identity documents (originals only):

The vendor (or representative) must provide **one** document from the following list.

The original document must be sighted. The document must show the individual's name, day, month and year of birth, current photograph and signature.

Place an 'X' in the box of the document provided.

- ☐ A current Australian photo driver's licence or other current photo card issued by a State or Territory Government agency.
- ☐ A current Australian passport
- ☐ A current non-Australian passport

Enter details of the document provided:

Document Type Eg. Australian Passport	Document number	Date of issue (DD/MM/YYYY)	Expiry date (DD/MM/YYYY)	Place of issue	Original document sighted by (please print name)

2 Secondary Proof of Identity documents (originals or certified copies):

The vendor (or representative) must provide **two** documents from the following list.

The original documents must be sighted. The documents must show the individual's name, signature and residential address where applicable.

Place an 'X' in the box of the document provided - (one of these documents must be provided).

- ☐ A current Medicare card **OR** ☐ A current credit card

Place an 'X' in the box of the document provided - (at least one document from this list to be provided).

- ☐ A current passbook or account statement from a bank, building society or credit union up to 1 year old
- ☐ An electoral enrolment card or the evidence of enrolment not more than 2 years old
- ☐ A gas or electricity bill up to 1 year old
- ☐ Water rates up to 1 year old

3 Proof of Legal Ownership of Property (original or certified copy) must be provided by the vendor (or representative):

The original document or a certified copy must be sighted. The document must show the property's residential address and vendor's name.

- ☐ A current rate notice up to 1 year old (or land valuation notice up to 1 year old)

Declaration: I have sighted and confirmed the Proof of Identity documents against original documents provided by the vendor (or appointed representative).

Name of Agent	Agent's Signature	Date
A division of the Department of Finance & Services	Apr 2013	1