

# 100 POINTS OF IDENTIFICATION CHECKLIST

For Property at: .....

## GUIDE NOTES

- This checklist is to be used to verify the names and identity of the party to be identified.
- A checklist must be completed for each party (e.g. owner, tenant or legally appointed representative).
- This checklist should be completed face to face.
- Where possible, originals or certified copies of documents should be sighted by the Agent.
- Copies of the documents should be obtained and retained by the Agent in compliance with the National Privacy Principles.

## PARTY TO BE IDENTIFIED

Name: ..... as .....

## DOCUMENTS FROM WHICH THE 100 POINT IDENTITY CHECK MAY BE UNDERTAKEN

1. Primary Documents	No. of Points
<input type="checkbox"/> Birth Certificate or Extract <input type="checkbox"/> Citizenship Certificate International Travel Document <input type="checkbox"/> A current passport <input type="checkbox"/> Expired passport which has not been cancelled and was current within the preceding 2 years <input type="checkbox"/> Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees)	70
<b>Note:</b> Do not score additional points for more than one document in this category	
<b>2. Name of person verified from one of the following:</b> <i>(but only where they contain a photograph or signature that can be matched)</i> <input type="checkbox"/> A licence or permit issued under law of the Commonwealth, a State or Territory (e.g. an Australian driver's licence) <input type="checkbox"/> An identification card issued to a public employee <input type="checkbox"/> An identification card issued by the Commonwealth, State or Territory as evidence of the person's entitlement to financial benefit <input type="checkbox"/> An identification card issued to a student at a tertiary education institution	40 for first document from this Category.  25 for additional document/s from this Category.
<b>Note:</b> Additional documents can be awarded 25 points	
<b>3. Name and address of person verified from any of the following:</b> <input type="checkbox"/> A current employer, or a previous employer within the last 2 years <input type="checkbox"/> A rating authority (e.g. land rates) <input type="checkbox"/> The Credit Reference Association of Australia (subject to the Privacy Act 1988) <input type="checkbox"/> Land Titles Office Records	35
<b>4. Name, address and telephone number verified:</b> <input type="checkbox"/> By reference to the latest telephone directory published by Telstra or by advice provided by Telstra <input type="checkbox"/> By telephone contact with the signatory on that telephone number	25
<b>5. Name of person verified from any other secondary identification document</b> <input type="checkbox"/> ..... <input type="checkbox"/> ..... e.g. marriage certificate (for maiden name only), credit card, council rates, telephone account, foreign driver's licence, Medicare card etc.	25
<b>Note:</b> More than one document may be counted, but points scored from a particular source may be counted only once. e.g. If MasterCard and Visa Card issued from the same financial institution, only one may be counted.	
<b>6. Name and address of the person verified from any of the following:</b> <input type="checkbox"/> The records of a public utility <input type="checkbox"/> A record held under a law other than a law relating to land titles (for which see No. 3)	25
<b>7. Name and date of birth of person verified from any of the following:</b> <input type="checkbox"/> The records of a primary, secondary or tertiary education institution attended by the signatory within the last 10 years <input type="checkbox"/> The records of a professional or trade association of which the signatory is a member	25
<b>TOTAL POINTS</b>	