

Approved Customer Identification Documents

The customer's full name, residential address and date of birth must ALL be verified. This must be done by obtaining a combination of documents from those specified below, but must always include at least one primary and one photographic document. Two documents of the same category may be chosen on the condition they are issued by different authorities.

Primary Photographic Identification Documents

Description	Collect & Verify	Points	√ Documents Obtained
Current Passport (or an expired Australian passport which has not been cancelled and was current within the preceding 2 years)	Name & DOB	70	
Current Passport - Child	Name & DOB	100	
Other current Travel Documents (Foreign or UN issued passports or similar travel documents)	Name & DOB	70	
Current Australian Driving License / Photo Permit issued by an Australian Government	Name, Address & DOB	70	
NSW Photo Card	Name, Address & DOB	70	

Primary Non- Photographic Identification Documents

Description	Collect & Verify	Points	√ Documents Obtained
Full Birth Certificate (Extracts NOT accepted) - Child	Name & DOB	100	
Citizenship Certificate - Australian/Foreign	Name & DOB	70	
Current Centrelink / Pension Card (Entitling the holder to financial benefits)	Name & Address	70	
School Identification Reference in Best Buddies application form completed at the school	Name & Address	100	

Secondary Identification Documents

Description	Collect & Verify	Points	√ Documents Obtained
Full Birth Certificate - Australian /Foreign (Extracts NOT accepted) Full Birth Certificate - Foreign (Extracts NOT accepted) (Must be accompanied by an English translation prepared by an accredited translator)	Name & DOB	40	
Domestic financial institution account statement < 3 months	Name & Address	40	
Government Employee ID card with photo and/or signature	Name	40	
National Identity Card (with photo & signature)	Name & DOB	40	
Document issued by a tertiary educational institution	Name, Address & DOB	40	
Tertiary Student ID card with photo and/or signature	Name	25	
Water Rates notice < 3 months	Name & Address	35	
Council Rates notice < 3 months	Name & Address	35	
Electricity Bill < 3 months	Name & Address	35	
Gas Bill < 3 months	Name & Address	35	
Telephone Bill < 3 months	Name, Address	35	
ATM / Credit Card - Current	Name	25	
Marriage Certificate- Registered	Name	25	
Professional / Trade Association Card	Name	25	
Medicare / Private Health Fund Card	Name	25	
ATO Record < 12 months (Must record a debt payable by or to the individual)	Name & Address	35	
Electoral Roll	Name & Address	25	
Car Registration Certificate ≤ 12 months	Name & Address	25	
CRAA (Credit Reference A/c)	Name & Address	35	
Document issued by a school principal < 3 months old, showing the period attended at school	Name, Address & DOB	40	
Current Foreign / International Driving Licence	Name & DOB	25	
At least 100 points are required for identification	Total		

Customer's Full Name

CIF creation date CIF No

Completed by:

Name Signature Date

Result of Check - to be completed by the Checking Officer

Has verification been achieved? YES / NO Branch

Name Signature Date