

Certification Form



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Note: Please see overleaf for guidance on completing the form.

PART A: DETAILS OF SIGNATORY

Full name of signatory

Title _____ Surname _____ Given name/s _____

Account name/title _____

X

Date _____

Signature (to be signed in the presence of the certifier)

PART B: DOCUMENTS EXAMINED BY CERTIFIER (refer overleaf for a list of acceptable documents)

Primary photo identification document

Type of document _____ Document number _____

Full name on document _____ Date of birth _____

Residential address (if applicable) _____

Suburb _____ State _____ Postcode _____

Date of issue _____ Date of expiry _____

Office of issue (for a travel document, show country of issue) _____

OR

Primary non-photo identification document

Type of document _____ Document number _____

Full name on document _____ Date of birth _____

Date of issue _____ Date of expiry _____

AND

Secondary identification document

Type of document _____

Full name on document _____

Residential address (if applicable) _____

Suburb _____ State _____ Postcode _____

Date of issue _____

PART C: DETAILS OF CERTIFIER

Title _____ Surname _____ Given name/s _____

Residential or business address _____

Suburb _____ State _____ Postcode _____

Telephone number _____ Category Number of certifier (see list overleaf) _____

CERTIFIER STATEMENT

I have examined the original identification documents listed above. I have endorsed each copy of the identification document with the narration: *'This is to certify that this is a true copy of the original which I have sighted'*.

This narration should also include the date of certification and the name, signature title & registration number (if applicable) of the certifier.

X

Date _____

Signature

Categories of Certifiers

Part 1 – Occupations

101	Chiropractor	105	Nurse	109	Physiotherapist
102	Dentist	106	Optometrist	110	Psychologist
103	Legal practitioner	107	Patent attorney	111	Trade marks attorney
104	Medical practitioner	108	Pharmacist	112	Veterinary surgeon

Part 2 – Other persons

201	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public		years of continuous service	227	Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
202	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)	215	Holder of a statutory office not specified in another item in this Part	228	Notary public
203	Bailiff	216	Judge of a court	229	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
204	Bank officer with 5 or more continuous years of service	217	Justice of the Peace	230	Permanent employee of:
205	Building society officer with 5 or more years of continuous service	218	Magistrate		(a) the Commonwealth or a Commonwealth authority; or
206	Chief executive officer of a Commonwealth court	219	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961		(b) a State or Territory or a State or Territory authority; or
207	Clerk of a court	220	Master of a court		(c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part
208	Commissioner for Affidavits	221	Member of Chartered Secretaries Australia	231	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
209	Commissioner for Declarations	222	Member of Engineers Australia, other than at the grade of student	232	Police officer
210	Credit union officer with 5 or more years of continuous service	223	Member of the Association of Taxation and Management Accountants	233	Registrar, or Deputy Registrar, of a court
211	Employee of the Australian Trade and Investment Commission who is:	224	Member of the Australian Defence Force who is:	234	Senior Executive Service employee of:
	(a) in a country or place outside Australia; and		(a) an officer; or		(a) the Commonwealth or a Commonwealth authority; or
	(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and		(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or		(b) a State or Territory or a State or Territory authority
	(c) exercising his or her function in that place	225	Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants	235	Sheriff
212	Employee of the Commonwealth who is:	226	Member of:	236	Sheriff's officer
	(a) in a country or place outside Australia; and		(a) the Parliament of the Commonwealth; or	237	Teacher employed on a full-time basis at a school or tertiary education institution
	(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and		(b) the Parliament of a State; or	238	Member of the Australasian Institute of Mining and Metallurgy
	(c) exercising his or her function in that place		(c) a Territory legislature; or		
213	Fellow of the National Tax Accountants' Association		(d) a local government authority of a State or Territory		
214	Finance company officer with 5 or more				

Guidance notes for completing this form

1. A Certification Form is to be completed and signed in the presence of an authorised certifier for each signatory to an account.
2. The certifier must set out the names used by the signatory in relation to the account and must have sighted the original and endorsed (as above) a copy of **one primary photo** identification document or the original of **one primary non-photo** identification document **and one secondary** identification document.
3. It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false and misleading information.

Primary photo identification documents are:

- a current drivers licence issued by an Australian State or Territory;
- a passport issued by the Australian government current within the preceding two years (not cancelled);
- a current photo ID card issued by an Australian State or Territory which contains a photograph of the person in whose name it was issued;
- a current Australian Immicard;
- a current (not cancelled) passport or similar document issued for the purposes of international travel, that contains a photograph and the signature of the person in whose name the document is issued*.

OR

Primary non-photo identification documents are:

- a birth certificate or birth extract issued by an Australian State or Territory;
- a birth certificate or birth extract issued by a foreign government*;
- a citizenship certificate issued by the Australian government;
- a citizenship certificate issued by a foreign government*;
- a current Concession card as defined by the Social Security Act 1991.

AND

Secondary identification documents are:

- a notice issued to the individual that contains the name of the individual and their residential address by:
 - the Australian Taxation Office within the preceding 12 months that records a debt relating to taxation;
 - a local government body or utilities provider within the preceding 3 months that records the provision of services to that address or to that person;
 - Commonwealth, State or Territory within the preceding 12 months showing a financial benefit.

SPECIAL CIRCUMSTANCES

For a person between the ages of 0-12 years old opening a *SCOOT SUPER SAVER* account the following documentation is acceptable:
 * **P&N Retail Policy, at minimum you must use a Birth Certificate to confirm parent/s or guardian/s.**
 * Document accepted as identification must show the person’s full name and their date of birth

ID Type	Important Notes
Australian Birth Certificate	Original document issued by Births, Deaths and Marriages (the decorative/commemorative Birth Certificate is not acceptable)
Foreign Birth Certificate	If it is not in English, must be accompanied by an English translation prepared by an accredited translator. Refer to https://www.naati.com.au/ for an accredited translator.

For a person aged 12 to 18 and in the absence of Primary Photographic Identification & Verification the following documentation is acceptable:

Primary Identification & Verification – Non-photo Documents
 *Use only **ONE** of these documents along with **ONE Secondary document**
 *Document accepted as identification must show the person’s full name and their date of birth **or** their residential address

ID Type	Important Notes
Australian Birth Certificate or Birth Extract	Original document issued by Births, Deaths and Marriages (the decorative/commemorative Birth Certificate is not acceptable)
Foreign Birth Certificate	If it is not in English, must be accompanied by an English translation prepared by an accredited translator. Refer to https://www.naati.com.au/ for an accredited translator.
Australian Citizenship Certificate	
Foreign Citizenship Certificate	If it is not in English, must be accompanied by an English translation prepared by an accredited translator. Refer to https://www.naati.com.au/ for an accredited translator.

AND

Secondary Identification & Verification Documents
 *Use only **ONE** of these documents along with **ONE Primary Non-photo document**
 *Document accepted as identification must show the person’s full name and their date of birth or their residential address

ID Type	Important Notes
Letter from School Principal	Must be within the preceding 3 months

Certification Form: To be used only for persons unable to come to a branch. Certified copies of identification and verification documents as listed about can be accepted. Documents accepted as identification must show the person’s full name and their date of birth or their residential address.

* Please ensure foreign documents (if not in English) are accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

OFFICE USE ONLY

- loaded into verification on CBS
- form and all docs scanned to membership archive

Officer _____ Operator no. _____ Signature _____ Date _____