

Identification Certification Information Sheet

Member number: _____ Date: _____
Leave member number blank if opening a new membership

What is this information sheet for?

This information sheet is to assist in supplying Heritage with acceptable certified identification documents when you are unable to supply original identification documents in person at a Heritage branch.

Original Certified identification must be supplied and must accompany one of the following forms:

- A membership opening form;
- An amendment form;
- An addition of party form; OR
- A change of name form.

Standalone identification documents are not to be supplied to Heritage.

How to certify a document

1. Prepare your **original identification documents** and **clear photocopies** of these documents to be certified.
 - The identification documents you use must match a combination as listed on the [Membership Opening ID Requirements](#) available online at heritage.com.au/forms or by request on 13 14 22.
 - Your identification documents must not be expired unless otherwise specified in the requirements document above.
2. Take the original and the copy to a Certifier (Refer to acceptable categories of certifiers below) The Certifier will endorse the copy with the following requirements:

Single Page documents

- a. The statement that "I certify that I have sighted the original document and this is a true copy of it".
- b. FULL PRINTED NAME of the Certifier
- c. DATE and LOCATION that the document was certified
- d. SIGNATURE of the Certifier
- e. CERTIFIER CATEGORY e.g. JP, Solicitor etc
- f. REGISTRATION NUMBER if applicable

Multiple Page documents

- a. The Certifier should endorse the first page as per above requirements
 - b. The Certifier should endorse the last page "I certify that I have sighted the original document containing xx pages and this is a true copy of it.
 - c. The Certifier should sign or initial each page of the copy
3. The Certifier is confirming both the original and copy are one and the same, and that the person being identified was present during the process.

Acceptable categories of certifiers

- Justice of the Peace
- Commissioner of Declaration (Cdec)
- Legal practitioner
- A member of Chartered Accountants in Australia or New Zealand, the Association of Taxation and Management Accountants, CPA Australia, the Institute of Public Accountants or a fellow of the National Tax Accountants' Association.
- Medical practitioner
- Financial planner/adviser
- Financial institution officer (with 2 or more years continuous service)
- Notary public
- Judge
- Magistrate
- Registrar, or Deputy Registrar, of a court
- Migration agent (registered under Division 3 of Part 3 of the Migration Act 1958)
- Police Officer
- Teacher (employed on a permanent full-time or part-time basis at a school or tertiary education institution)

For overseas applicants:

- Australian consular officer (within the meaning of the Consular Fees Act 1995)
- A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents

Return to Heritage

Once completed, return the Identification Certification Information Sheet and the accompanying HBL Form with the certified copies of your original identification documents via mail to:



Heritage Bank, Banking Services
PO Box 190, Toowoomba QLD 4350



For any queries please call our Contact Centre on 13 14 22