

PEXA (Property Exchange Australia) Identity verification form



Your identity document requirements

To verify your identity, the details in section B must exactly match your identification documents. If you have changed your name from that on the identity document, you will also need to provide a change of name document. Please check which documents are acceptable below.

To satisfy the identity document requirement, you must produce original and current documents in one of the following categories. A translation will be required for Passports, Marriage certificates and Birth certificates if not in English. The English translation is to be completed by a NAATI accredited translator (go to www.naati.com.au for details).

You should produce two category 1 documents, if these have been issued to you. If you cannot satisfy category 1 requirements then you must produce documents from the highest category possible.

Australian citizen or resident			
Category 1	Category 2	Category 3	Category 4
ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport 	ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport 	ONE of the following <ul style="list-style-type: none"> • Australian driver licence • Proof of age card / Photo card 	ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport
AND	AND	AND	AND
ONE of the following <ul style="list-style-type: none"> • Australian driver licence • Proof of age card / Photo card 	ONE of the following <ul style="list-style-type: none"> • Full birth certificate • Citizenship certificate 	ONE of the following <ul style="list-style-type: none"> • Full birth certificate • Citizenship certificate 	ONE of the following government issued photographic identity <ul style="list-style-type: none"> • Australian boat licence (with photo) • Australian firearms licence • Private security licence • Australian workcover licence (with photo) OR Full birth certificate and another form of government issued identity document <ul style="list-style-type: none"> • Medicare card • Centrelink card • DVA card
	AND <ul style="list-style-type: none"> • Medicare card • Centrelink card • DVA card 	AND <ul style="list-style-type: none"> • Medicare card • Centrelink card • DVA card 	
AND (if required) Change of name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate

How to lodge your application at Australia Post

1. Lodge your form at any Australia post office. To find the nearest participating post office, please go to auspost.com.au/find/landtitle or call 13 POST (13 7678).
2. Do not complete section C. Your signature must be witnessed by the Australia Post verifier.
3. Identification documents presented must be original and current except for an expired Australian Passport which has not been cancelled and was current within the preceding 2 years.
4. Australia Post will copy and certify your identity documents and forward to PEXA.
5. If foreign documents are presented, you must provide an English translation by NAATI accredited translator.

If you are experiencing difficulty completing your identity verification with Australia Post, please contact the PEXA Support Centre on: 1300 084 515.

* Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.



Identity verification form

**ONLY FOR PEXA
E-CONVEYANCING
APPLICANTS**

Sections A and B must be completed in full before you lodge your form.
Please use black ink and print within the boxes in block letters.

***Required fields**

A. Details of organisation

Name of organisation*

ABN* (application number) ACN / ARBN / ACLN (if applicable)

B. Details of applicant (enter your name(s) exactly the same as shown on your identity documents)

Title Family name / surname*

Given name(s) (full name no initials)*

Date of birth* (DD MM YYYY) Contact phone number*

Email address*

C. Declaration by applicant

Do not sign until you lodge this form at Australia Post.
Your signature must be witnessed by the Australia Post verifier.

I acknowledge that the information on this form is true and correct.

Please sign in black ink inside the box

Date (DD MM YY)*

Privacy notice - Australia Post collects your personal information as an agent for PEXA Ltd in order to process your application, including the verification of your identity on their behalf. Your personal information will be disclosed to PEXA Ltd to fulfil this purpose. Without this information Australia Post would be unable to provide this service.

Your personal information is handled in accordance with Australia Post's Privacy Policy which outlines how to access and / or correct your personal information or make a privacy related complaint. You may contact the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3001 for privacy related queries.

D. Australia Post use only

I, the Verifier listed below, being a VOI agent of Australia Post at the Branch listed below, and having been directed to use the Subscriber Identity Verification Standard by PEXA, hereby certify that;

- a) The identification relates to the person listed in section B,
- b) The identification was carried out on the date shown below,
- c) The original current identity Documents were produced to me and copies of these Documents signed, dated and endorsed by me as true copies are attached to this certification; and
- d) The verification of identity was conducted in accordance with the Subscriber Identity Verification Standard.

<p>Verifier's name <input style="width: 100%; height: 20px;" type="text"/></p> <p>Comments <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Verifier's signature <input style="width: 100%; height: 30px;" type="text"/></p> <p>Identity verified by </p>
<p>Date (DD MM YY) <input style="width: 20px;" type="text"/><input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/><input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/><input style="width: 20px;" type="text"/></p> <p>Work centre code <input style="width: 20px;" type="text"/><input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/><input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/><input style="width: 20px;" type="text"/></p>	<p>Page 2 of 2</p>