

# Proof of identity

If you are rolling over to a Self Managed Super Fund (SMSF) or KiwiSaver scheme, or withdrawing a lump sum, we are required to verify your identity. You will need to provide documentation with each request to prove you are the person the super entitlements belong to. You will also need to provide proof of identity documentation if you are consolidating your accounts held with us, splitting contributions (both parties) or changing your personal details.

This information is not required if you have provided your tax file number (TFN) and are rolling over your GESB Super or West State Super benefit to a complying super fund.

**Gold State Super members:** please note we require certified proof of identity for all requested transactions from your Gold State Super account.

## Step 1 Provide acceptable identity documents

You can provide either one certified document from List A **OR** one certified document from List B **PLUS** one certified document from List C

### List A

- Current Australian driver's licence with your photograph and signature or an equivalent from a foreign country
- Current<sup>1</sup> passport<sup>2</sup>, showing your name, date of birth, photograph and signature
- Proof of age card<sup>3</sup>

### List B

- Birth certificate or birth extract<sup>2</sup>
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles you to receive financial benefits

### List C

**OR**

- Notice issued by the Commonwealth or a state or territory government within the last 12 months that shows your name and residential address and records the provision of financial benefits to you (for example, a letter from Centrelink)
- Notice issued by the Australian Taxation Office (ATO) within the last 12 months that contains your name and residential address and records a tax debt payable to or by you (for example, a notice of assessment)
- Notice issued by a local government body or utilities provider within the last three months that contains your name and residential address and records the provision of services to you (for example, a rates notice from a local council or a water bill)

## Step 2 Find someone to certify your documents

The following people can certify copies of your original documents as **true and correct**:

- A permanent employee of Australia Post with two or more years of continuous service who is employed in an office supplying postal services to the public
- An officer with, or authorised representative of, a holder of an Australian Financial Services (AFS) licence, who has two or more years' continuous service with one or more licensees
- A police officer
- A Justice of the Peace
- A judge of court

1 The only exception to the expired document rule is a passport. An expired passport is a valid identity document provided it has been expired for less than two years.

2 If your passport or birth certificate/extract is not in English, it must be accompanied by an English translation prepared by an accredited translator. If your passport is not an Australian passport it must include your signature.

3 A card issued under a state or territory law for the purpose of proving the person's age, which contains a photograph of the person in whose name the document is issued.

- A person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner
- A notary public
- A registrar or deputy registrar of a court
- An Australian consular officer or an Australian diplomatic officer
- A magistrate
- A Chief Executive Officer of a Commonwealth court
- A pharmacist
- A teacher employed on a full time basis at a school or tertiary institution

The person certifying your documents should not be a family member or relative.

### Who can certify my documents while I am not in Australia?

Persons authorised to certify documents outside Australia include the following:

- Australian Consular Officer
- Australian Diplomatic Officer
- Employee of the Australian Trade Commission
- Employee of the Commonwealth, and
- Any person having authority to administer an oath in that place

### Step 3 How to certify your documents

All copied pages of **original** proof of identification documents (including any linking documents) need to be certified as true copies by a person who is authorised to do so.

**The authorising person must sight the original document and include the following details on the copies:**

1. Stamp or write 'I certify this is a true copy of the original document' on each page

**Followed by their:**

2. Printed name
3. Signature
4. Occupation/qualification (e.g. Justice of the Peace), and
5. Date



*I certify this is a true copy of the original document.*

*J.P.*

*Julie Preston  
Justice of the Peace  
19/06/2015*

### Change of name or signing on behalf of the applicant

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking document
Change of name	Marriage certificate, deed poll or change of name certificate from Births, Deaths and Marriages registration office
Signed on behalf of the applicant	Western Australian Enduring Power of Attorney or duly appointed administrator <sup>4</sup>

If your Enduring Power of Attorney was made interstate or overseas you need to obtain an order from the Western Australian State Administration Tribunal to confirm your power of attorney can be used in Western Australia.

If you need more information please contact your Member Services Centre on 13 43 72.

<sup>4</sup> Including an administrator, or joint administrators, appointed pursuant to the *Guardianship and Administration Act 1990 (WA)* authorised to act in regards to financial matters. You or the administrator may be required to produce an order made by the State Administrative Tribunal of Western Australia duly appointing the administrator.

## Changing an incorrect date of birth

If your date of birth is incorrectly listed, you will need to provide a certified identity document in order to update it. The following table contains information about suitable identity documents.

Purpose	Suitable identity document
Change date of birth <sup>5</sup>	<ul style="list-style-type: none"><li>• Driver's license</li><li>• Passport</li><li>• Proof of age card</li></ul>

If you need more information please contact your Member Services Centre on 13 43 72.

5 Insurance cover is based on the details we have on record, including your date of birth. Amending your date of birth may affect your insurance cover including the amount of premiums that you pay.

Disclaimer: the information contained in this document is of a general nature, and does not constitute legal, taxation or personal financial advice. In providing this information, we have not taken into account your investment objectives, financial situation or needs. We are not licensed to provide financial product advice. Before acting or relying on any of the information in this document, you should read this document in conjunction with the relevant Product Information Booklet and disclosure documents at [gesb.wa.gov.au/brochures](http://gesb.wa.gov.au/brochures), and consider whether the information is appropriate for you. You may also wish to consult a suitably qualified adviser to assist you.

### How to contact us

**T** Member Services Centre 13 43 72  
PO Box J 755, Perth WA 6842

**F** 1800 300 067

**W** [gesb.wa.gov.au](http://gesb.wa.gov.au)