Providing Certified ID Factsheet

ISSUED 24 MAY 2025
FUND ABN 68 964 712 340 | USI 68964712340018

Use this Fact Sheet to understand the types of documents that we can accept as proof of your identity and what you need to do to ensure that they are certified correctly.

When submitting forms to Verve Super you may be required to provide certified documents in hardcopy so that we can prove you are the person to whom the super account belongs to.

1: Acceptable Identification Proof Documents

Generally, an acceptable level of proof of identity will require:

a. A certified copy of **one primary photographic** identification document.

OR

b. A certified copy of **one primary non-photographic** identification document **and one secondary** identification document.

Primary Photographic Documents	Primary Non-Photographic Documents	Secondary Documents
• Current Australian driver's licence issued under State or Territory law.* • Current proof of age card issued under State or Territory law. • Australian Passport (current or may be expired within 2 years). • Current foreign driver's licence (including photo, date of birth and signature).* • Current foreign passport • Current national identity card issued by a foreign government (including photo, date of birth and signature). **AND** • An English translation if in a foreign language.**	• Australian birth certificate or birth extract. • Foreign birth certificate or birth extract. • Australian citizenship certificate issued by the Commonwealth. • Citizenship certificate issued by a foreign government. • Current pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits. • Current health care card (Issued by Centrelink). **AND** • An English translation if in a foreign language.**	A current notice (showing name and residential address) issued by: • Commonwealth or State Government (within 12 months); • Australian Taxation Office (within 12 months); or • Local Government or utilities provider (within 3 months). **OR** If under the age of 18, a notice that: • Is issued by a school principal within the preceding 3 months; • Records name and residential address; and • Records school attendance.

*Including the back of the driver's licence if your address has changed.

**Documents written in a foreign language must be accompanied by a translation into English by an accredited translator.

2: Certifying Documents

A certified copy of an identification document is a copy of an original document, which has been certified and signed by a person who is authorised to certify that it is a true and correct copy of the original.

For a full listing of people who can certify your documents, see the Statutory Declarations Regulations 1993.

Some of the people who can certify copies of originals as true copies in Australia are:

- a medical practitioner
- a nurse
- an optometrist
- a psychologist
- a pharmacist
- a chiropractor
- a dentist
- a physiotherapist
- a veterinary surgeon
- an accountant (member of CA, CPA, IPA or ATMA)
- a police officer
- a legal practitioner
- a Justice of the Peace
- a judge or magistrate
- a chief executive officer of a Commonwealth court
- a teacher employed on a full-time basis at a school or tertiary institution
- an employee with five or more years' continuous service with an office supplying postal services to the public
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees

If you are living overseas, the persons who are authorised to certify copies of originals and true copies include:

- an authorised staff member of an Australian Embassy, High Commission or Consulate
- an authorised employee of the Australian Trade and Investment Commission who is in a country or place outside Australia
- an authorised employee of the Commonwealth of Australia who is in a country or place outside Australia
- a member of the Australian Defence Force who is an officer or a non-commissioned officer with 5 or more years of continuous service
- a person authorised as a notary public in a foreign country.
- (subject to approval on a case-by-case basis) a Judge of a Court, a Justice of the Peace, a Magistrate

or a Police Officer of a foreign country

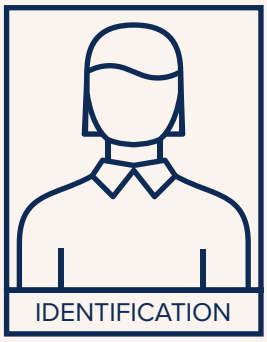
3: How to Certify an Identification Document

You will need to take your original document, and a clear and legible photocopy of both sides of the original document, to a person who is authorised to certify proof of identity documents.

The person authorised to sight and certify documents must:

- Sight the original and the copy and make sure they are identical; and
- Write or stamp 'certified true copy' on all copied pages followed by their signature, printed name, qualification (e.g. Justice of the Peace), registration number (if applicable) and date.

For example:



Certified true copy
J. Sample
Ms. Jane Sample
Justice of Peace
Registration No. 123456789
Date: 01/01/2020

A clear copy of the document that identifies you (ie. your driver's licence (front & back) or passport).

Write or stamp 'certified true copy' of the original document.

The authorised person's signature.

Full name, qualification and registration number (if applicable) of the authorised person.

Date of certification (within 12 months of receipt).

4: Frequently Asked Questions

What happens if I've changed my name or I'm signing on behalf of another person?

If you've changed your name or are signing on behalf of the applicant, you'll need to provide a **certified linking document** proving a relationship exists between two (or more) names.

For a change of name you can request linking documents (e.g. Marriage Certificate, Deed Poll, Change of Name Certificate, Divorce Decree or Registered Relationship Certificate) from the Births Deaths and Marriages Registration Office.

If you are signing on behalf of the applicant, you will need to provide Guardianship papers or Power of Attorney documents.

Do proof of identity and/or linking documents need to be translated?

If your proof of identity and/or linking documents are in a language that is not understood by the person carrying out the verification, they must be accompanied by an English translation prepared by an accredited translator.

For how long is the certification valid?

Documents certified more than 12 months ago will not be accepted.