



## Becoming Identified

U.C.I.S has an obligation under government legislation to verify the identity of each signatory to a U.C.I.S investment or loan. We require new signatories to provide identification documents to meet these requirements.

You will need to provide primary photographic and non-photographic documents that together achieve a minimum of 100 identification points. Primary photographic identification is a minimum component of your 100 points—if you don't have photographic identification, please call U.C.I.S on 1300 655 653 to discuss your situation.

At any time, U.C.I.S may request additional identification documents to complete this verification processes.

### How to become identified with U.C.I.S:

1. Photocopy documents to the value of 100 points as indicated, including photographic identification.
2. Have each document certified as a true copy of the original by a Justice of the Peace or Commissioner for Declarations or other acceptable certifying officer (see below).
3. Please send completed documents, the attached Becoming Identified form, and other applications and forms as applicable to:

### U.C.I.S

**REPLY PAID 674**

**BRISBANE QLD 4001**

(no stamp required)

Alternatively, you can bring your original documents to our Auchenflower, Brisbane office for U.C.I.S staff to verify.

### Finding a Justice of the Peace or Commissioner for Declarations

To find a Justice of the Peace or Commissioner for Declarations near you, log onto the web site for the Department of Justice and Attorney-General (in Queensland: [www.justice.qld.gov.au](http://www.justice.qld.gov.au)) to search their online database. You can also try your local courthouse, shopping centre management offices, post office or pharmacy.

Other acceptable certifying officers include; judge of a court; legal practitioner e.g. solicitor; magistrate; Chief Executive Officer of a Commonwealth Court.





## Your details

Surname

Given name/s

## U.C.I.S Investment/Loan details

Investment/Loan name (if known)

Investment/Loan number (if known)

Document Category (see overleaf for all acceptable identification documents)	Points per doc.	Points scored
<b>Primary photographic identification documents</b> 1. Passport or international travel document 2. Australian Driver's Licence or Permit 3. 18 + age identification card or similar issued by an Australian State or Territory	<b>70</b>	
<b>Primary non-photographic identification documents</b> 4. Birth Certificate (plus supporting documentation of any name changes) 5. Citizenship Certificate (plus supporting documentation of any name changes) 6. Government card for entitlement to financial benefits	<b>40</b>	
<b>Secondary identification documents</b> (showing name and current residential address) 7. Bill or statement from a local government body or public utility 8. For a person under the age of 18, a notice from an educational institution including your period of attendance 9. A notice of assessment from the Australian Tax Office 10. Government notice of provision of financial benefits	<b>35</b>	
<b>Other identification documents</b> (only one document from this category will be accepted) 11. Australian Electoral Roll enrolment 12. Student identification card issued by a tertiary institution containing photograph or signature 13. Public employee identification card 14. Document from landlord, real estate agent or owner of rented premises 15. Records held under law not relating to land titles 16. Document from current employer (or employer within the past 2 years) 17. Certificate of Title/Land Titles Office record 18. Security documents held by another financial institution 19. Records from another Australian financial institution e.g. Visa, Mastercard 20. Other identification documents e.g. Medicare Card	<b>35</b> <b>35</b> <b>35</b> <b>25</b> <b>25</b> <b>25</b> <b>25</b> <b>25</b> <b>25</b> <b>25</b> <b>25</b>	
<b>Only one document of each numbered type will be accepted.</b>	<b>Total Points</b>	

<b>Office use only</b>	Verification method	Completed	/	/
	Full name <input type="text"/> DOB <input type="text"/> Residential address <input type="text"/>	Noted		/

## Acceptable identification documents

### Primary photographic identification documents

1. **Passport or international travel document**
  - Australian passport (Current or expired within the past 2 years)
  - International passport
  - document issued by the Commonwealth Department of Immigration and Citizenship allowing entry into Australia (includes photograph)
2. **Australian licence or permit**
  - Australian driver's licence (including public passenger licences)
  - Australian weapons licence
  - Australian boat licence (where photograph included)
3. **18 + age identification card or similar issued by an Australian state or territory**
  - contains photograph

### Primary non-photographic identification documents

4. **Birth Certificate**
  - Birth Certificate or Birth Extract issued by a State or Territory
  - Birth Certificate from a foreign government, the United Nations or an agency of the United Nations\*

*Document must be accompanied by supporting documentation of any name change.*

5. **Citizenship Certificate**
  - Australian Citizenship Certificate
  - British Citizenship Certificate issued by the Commonwealth
  - Citizenship Certificate issued by a foreign government\*

*Document must be accompanied by supporting documentation of any name change.*

6. **Government identification card for entitlement to a financial benefit**
  - Social Security
  - Centrelink
  - Veterans' Affairs
  - Health Care

### Secondary identification documents

7. **Council rates notice, bill or statement from a public utility, issued within preceding 3 months**
  - rates notice from the town, municipal, city, district or shire council or the Australian Capital Territory
  - electricity supplier
  - water supplier
  - sewerage authority
  - telephone company
  - gas company
8. **Records from an educational institution issued within preceding 3 months**
  - letter from an education institution with dates of attendance, name and residential address
9. **Notice of assessment from the Australian Tax Office, issued within preceding 12 months**
  - contains name and residential address
10. **Government notice of provision of financial benefits, issued within preceding 12 months**
  - contains name and residential address

### Other identification documents

11. **Australian Electoral Roll**
  - Electoral Roll card or confirmation letter from the Australian Electoral Commission

12. **Student identification card issued by a tertiary education institution**

- any Australian university, institute of technology or college of Technical and Further Education (TAFE)

13. **Public employee identification card**

- Australian Army
- Royal Australian Navy
- Royal Australian Air Force
- Australian Federal Police or state or territory police service
- Australian Customs
- Australian Taxation Office
- Department of Education
- National Parks and Wildlife Service
- Department of Health
- Any other Commonwealth, State or Local Government department or body

14. **Landlord, real estate agent or owner of rented premises**

- lease agreement for current address
- letter from real estate agent, landlord or owner
- rent receipt

15. **Records held under a law not relating to land titles**

- Australian jury summons
- change of name certificate from an Australian Registry of Births, Deaths and Marriages
- Australian conviction record
- current Australian motor vehicle registration papers
- current Australian boat registration papers
- Australian adoption papers
- Australian speeding fines

16. **Current employer or employer in past 2 years**

- letter from employer on employer's letterhead
- pay slip
- separation advice

*Document must be less than two years old and show your current residential address*

17. **Certificates of title for land**

- Certificate of Title
- record from Land Titles Office

18. **Security document held by another financial institution**

- Mortgage document
- Bill of Sale

19. **Records from another financial institution**

- ATM card
- credit card
- passbook
- deposit or cheque book with customer's name printed on it by the financial institution

*Only documents from an Australian bank, building society, credit union or finance company*

20. **Other identification documents**

- motor vehicle association membership e.g. RACQ, NRMA, RACV etc.
- Medicare card
- health fund cards e.g. NIB, Medibank Private, etc.
- security licence
- occupational health and safety card
- union membership card
- political party membership card
- international driver's licence
- Library card
- builder's licence
- Certificate of Registration of a business name
- Senior's card

\* Any documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.