

# The simple way to certify proof of identity.

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When submitting forms to Hostplus you may be required to provide documentation so we can prove you are the person to whom the superannuation belongs to. You are required by law to provide certified copies of proof of identity documents in certain circumstances. (For example: when withdrawing your benefit). To help you provide the right documentation, we've provided a step-by-step guide on how to certify your proof of identity documents. If you have changed your name or you are signing on behalf of someone else you must follow this same process.

## What is a certified copy?

A certified copy 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.

## How do I obtain a certified copy of a document?

You will need to take your original document(s) 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.

## What do the certifiers need to do?

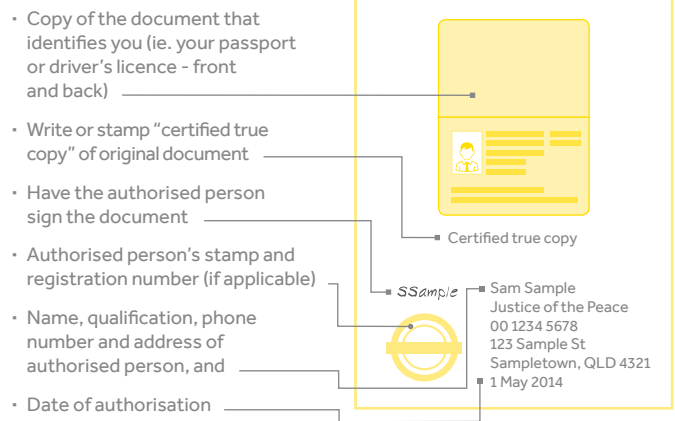
The certifier will need to compare your copy with the original, then stamp or write 'This is a true and correct copy of the original'.

On every page of your proof of identity the certifier must include all of the following:

- signature
- name
- address
- occupation
- phone number
- date of authorisation
- authorised person's stamp and registration number (if applicable).

## What does a certified identity document look like?

This is what a certified proof of identity document should look like:



## Find someone to certify your documents.

Only certain people are authorised to certify identification documents. Many of the more common occupations are listed below:

- Police officer
- Agent of the Australian Postal Corporation who is in charge of, or a permanent employee with two or more years of continuous service with, an office supplying postal services to the public
- Pharmacist
- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Physiotherapist
- Teacher employed on a full-time basis at a school or tertiary education institution
- Veterinary surgeon

- Bank, building society, credit union or finance company officer with two or more years of continuous service
- Justice of the Peace
- Notary public

For a complete list of people permitted to certify documents go to [hostplus.com.au/id](https://hostplus.com.au/id)

#### **Member residing overseas.**

For members residing overseas, the persons who are authorised to certify identification documents are:

- An Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955).
- An employee of the Commonwealth or the Australian Trade Commission who is authorised and exercises his or her function in that place.
- A person authorised as a notary public in a foreign country.
- Any person who is in a country or place outside Australia and is currently licensed or registered in Australia (under a State or Territory law) to practise in an occupation listed in Step 5 above.

Members residing overseas must have their identification documents certified by a person who has an Australian connection (as set out above). Any documents certified by a person who is licensed or registered to practise in an occupation listed above in a foreign country (and not in Australia), or who holds a position in a foreign country, will not be accepted by Hostplus (except for a foreign notary public).

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#### **i Important note.**

- All pages of your proof of identity documents must be certified.
  - The certification must be on the copy of the document, not on the back of the page or a separate page attached to the document.
  - The certified copies of your proof of identity documents must contain an original signature. Faxed or emailed copies will not be accepted.
  - If any documents are written in a language other than English, they must be accompanied by an English translation prepared by an accredited translator.
  - Documents certified more than 12 months ago will not be accepted.
  - The person certifying your documents can not be the benefactor or be connected to any organisation you are using to assist you in obtaining access to your super, even if they are authorised to certify documents.
  - If these conditions are not met, Hostplus will be unable to process your request. If you need more information about certifying a document, simply call **1300 467 875**, 8am–8pm (AEST), Monday to Friday.
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