

100 POINTS OF IDENTIFICATION CHECKLIST

GUIDE NOTES

- This checklist is to be used to verify the names and identity of the party to be identified.
- A checklist should be completed for each party (e.g. owner, tenant or legally appointed representative).
- This checklist should be completed face to face.
- Originals, certified copies or electronically verifiable documents should be sighted by the Agent.
- Copies of the documents should be obtained and retained by the Agent in compliance with the National Privacy Principles.

PARTY TO BE IDENTIFIED

Name: as **Renter**

For Property at:

Date ID performed: / /

DOCUMENTS FROM WHICH THE 100 POINT IDENTITY CHECK MAY BE UNDERTAKEN

Primary Proof of Identity Documents <i>(only documents containing photo, signature and birth date)</i>	No. of Points
<input type="checkbox"/> A current photo driver's licence issued under the law of an Australian State or Territory <input type="checkbox"/> A current passport <input type="checkbox"/> Expired passport which has not been cancelled and was current within the preceding 2 years <input type="checkbox"/> Other document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees) Note: Only one document in this category may be used	70
Secondary Proof of Identity Documents	No. of Points
Category 1 Documents <i>(only documents containing a photograph or signature that can be matched may be used)</i>	
<input type="checkbox"/> A licence or permit issued under law of the Commonwealth, a State or Territory <input type="checkbox"/> An identification card issued to a public employee <input type="checkbox"/> An identification card issued by the Commonwealth, State or Territory as evidence of the person's entitlement to financial benefit <input type="checkbox"/> An identification card issued to a student at a tertiary education institution	30 for each document
Category 2 Documents <i>(only documents containing name and address may be used)</i>	
<input type="checkbox"/> Current or previous employment (within the last 2 years) verification <input type="checkbox"/> A rating authority (e.g. Local Authority rates) <input type="checkbox"/> A credit reporting agency report <input type="checkbox"/> Land Titles Office Records	25 for each document
Category 3 Documents <i>(only documents containing a name or signature that can be matched may be used)</i>	
<input type="checkbox"/> <input type="checkbox"/> e.g. marriage certificate (for maiden name only), credit card, council rates, utility account, foreign driver's licence, Medicare card, birth certificate etc. Note: More than one document may be counted, but points scored from a particular source may be counted only once. e.g. If MasterCard and Visa Card issued from the same financial institution, only one may be counted.	25 for each document
TOTAL POINTS	