

# Verifying your identity



## How to complete this form

ING requires that your identity be verified. To do this, you must send us original certified copies of documents which verify your identity. These documents must be certified by one of the persons listed in Step 3.

To verify your identity follow the five simple steps below:

- Step 1** Select the reason why you are completing this form
- Step 2** Choose 2 identification documents from the lists below
- Step 3** Select someone to certify your documents
- Step 4** Take copies and originals to the certifier and ask them to complete the certification
- Step 5** Send this form and the certified documents to ING

Each relevant party must complete a separate form.

## Step 1: Select the purpose of completing this form

- Applying for a home loan
- Nominating an Executor for an existing home loan
- Adding an individual to an existing home loan

Where applicable, please specify your existing Client Number or Account Number

## Step 2: Choose identification documents

You need to choose 2 documents from the lists below. At least 1 must be from List A. Please note the certified copies will not be returned. The documents must verify the following details as provided in Step 4:

- Your full name; and
- Residential Address or Date of Birth

### List A

- Australian Drivers Licence (must be current, show current residential address and photograph)
- Birth Certificate or Birth Extract (issued by a State or Territory in Australia)
- Proof of Age Card / NSW Photo Card (must be current and show date of birth and photograph)
- An Australian Passport (either a current passport or a passport that expired within the last 2 years)
- International Passport (current, containing a photograph and a signature and accompanied by a translation from a Professional Translator accredited by the National Accreditation Authority for Translators and Interpreters if not in English)
- A Citizenship Certificate (issued by the Commonwealth of Australia)

### List B

- Pension Card (must be current and issued by Centrelink entitling financial benefits)
- Australian Tax Office Tax Assessment Notice (issued in the last 12 months and shows current residential address)
- A water rates or council rates notice (issued by a local government body or utilities provider within the last 3 months showing current residential address)
- A landline telephone, gas or electricity notice (issued by a utilities provider within the last 3 months and shows current residential address)
- A bank statement (issued by an Australian bank in the last 12 months. Please note printouts of online statements are not accepted)
- A government financial benefits notice; eg Centrelink (issued in the last 12 months and shows current residential address)

## Step 3: Select a certifier

Take the originals and copies of your identification documents to a document certifier from the list below. Ask them to follow the instructions in Step 4.

1. A Justice of the Peace
2. An Accountant who is a member of the Australian Institute of Chartered Accountants, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
3. A Solicitor or Barrister
4. A Police Officer
5. An agent in charge of, or a permanent employee (with 2 or more years of continuous service) of an Australia Post outlet
6. An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees
7. A Dentist
8. A Pharmacist
9. A Medical Practitioner
10. A Chiropractor or a Physiotherapist.

**Note:** A complete list of ING acceptable document certifiers is available on [ing.com.au](http://ing.com.au) in the FAQ section.

## Step 4: Document certifier to complete

### Section A - Details of person being identified

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other <input type="text"/>	<b>Residential address</b>	
Surname <input type="text"/>					Unit number <input type="text"/>	Street number <input type="text"/>
First name <input type="text"/>					Street name <input type="text"/>	
Middle name <input type="text"/>					Suburb <input type="text"/>	
Date of birth (DD/MM/YYYY) <input type="text"/> / <input type="text"/> / <input type="text"/>					State <input type="text"/>	Postcode <input type="text"/>

### Section B - Certifier instructions

To certify the copies of the documents to be true copies of the original document, on each copy complete the following:

1. "I hereby certify that these pages are a true copy of the original document shown to me on [date]"
2. Sign each document
3. Name and Certifier Classification [as per Step 3]. For example; John Smith, Accountant

### Section C - Details of the document certifier

I have examined the identification document/s of the person listed in Section A **and confirm that I have sighted the person identified in these documents**. If ING has any questions regarding this verification, you may contact me at the details below.

Date Identification took place (DD/MM/YYYY)  /  /

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other <input type="text"/>	Phone number (day) <input type="text"/> <input type="text"/>
Surname <input type="text"/>					Unit number <input type="text"/>
First name <input type="text"/>					Street number <input type="text"/>
Middle name <input type="text"/>					Street name <input type="text"/>
Date of birth (DD/MM/YYYY) <input type="text"/> / <input type="text"/> / <input type="text"/>					Suburb <input type="text"/>
Signature of certifier <input type="text"/>					State <input type="text"/>
Date (DD/MM/YYYY) <input type="text"/> / <input type="text"/> / <input type="text"/>					Postcode <input type="text"/>
Certifier classification [as per Step 3] <input type="text"/>					

**Note:** It is an offence under the Anti-Money Laundering / Counter-Terrorism Financing Act 2006 to provide a false or misleading statement, produce a false or misleading document, to receive an ING product in a false name or to fail to disclose any other name or names you are commonly known by.

## Step 5: What to do when you have completed this form

After you have had your documents correctly certified and this form completed, please send all documents to:

ING  
Reply Paid 4094  
SYDNEY NSW 2001