

VERIFICATION OF IDENTITY

The Law requires any person buying selling or transferring property or person to whom certificates of title are provided, to undergo a Verification of Identity (VOI) check. This process will verify your right to enter into a contract and we may be required to provide evidence to the court that your identity was verified.

Documentation

You are required to provide specific Identification documents when undergoing this check. ALL the documents described in one of the below categories must be presented to verify that you are indeed the person involved in this transaction. All documents must be current except for an expired Australian Passport that has not been cancelled and was current within the preceding two years You must produce documents in the highest Category possible

Category Minimum Document Requirements

For Persons who are Australian citizens or residents:

Category 1

Australian Passport or foreign passport
plus Australian drivers licence or Photo Card
plus change of name or marriage certificate if necessary

Category 2

Australian Passport or foreign passport
plus full birth certificate or citizenship certificate or descent certificate
plus Medicare or Centrelink or Department of Veterans' Affairs card
plus change of name or marriage certificate if necessary

Category 3

Australian drivers licence or Photo Card
plus full birth certificate or citizenship certificate or descent certificate
plus Medicare or Centrelink or Department of Veterans' Affairs card
plus change of name or marriage certificate if necessary

Category 4

(a) Australian Passport or foreign passport
plus another form of government issued photographic identity Document
plus change of name or marriage certificate if necessary

(b) Australian Passport or foreign passport
plus full birth certificate
plus another form of government issued identity Document
plus change of name or marriage certificate if necessary

Category 5 (a) and (b)

Not preferred category of identification, please arrange for required documents in Category 1-4 or contact our office on (03) 5026 1490 to discuss.

For Persons who are not Australian citizens or residents:

Category 6

(a) Foreign passport
plus another form of government issued photographic identity Document
plus change of name or marriage certificate if necessary

(b) Foreign passport
plus full birth certificate
plus another form of government issued identity Document
plus change of name or marriage certificate if necessary.

Please note the following:

- Copies of documents and birth extracts will not be accepted,

- The law requires that the identification documents are retained by us for seven years. Please be advised that all options include safe, secure storage of your personal information.
- Persons acting on behalf of another such as Attorneys acting under a Power of Attorney and persons acting on behalf of an incorporated body, such as a company, must also have their identity verified.
- If you can't produce all documents in one of these categories please contact our office immediately.
- If your name is different to Passport or Birth certificate you must produce marriage or change of name certificate issued by Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.

Clients in Australia

You must attend a face-to-face, in-person interview. In most cases a photograph will be taken as confirmation that you were physically present at the interview. Further details and instructions will be provided once you have instructed Sunraysia Conveyancing Services to act on your behalf.

Overseas clients

International Verification of Identity can be performed at any Australian consulate/embassy across the world. The same materials are required.

You must attend their offices for a face-to-face, in-person interview. In most cases a photograph will be taken as confirmation that you were physically present at the interview.