



# verifying your identity

## How to complete this form

ING DIRECT 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 DIRECT

Each relevant party must complete a separate form.

## Step 1 Select the purpose of completing this form

- Applying for a home loan
- Adding an individual to an existing home loan
- Nominating an Executor for an existing home loan
- Applying for a personal savings product or Orange Everyday

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.

### List A

- Australian Driver's 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 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 12 months)
- A landline telephone, gas or electricity notice (issued by a utilities provider within the last 12 months)
- 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)

**THE DOCUMENTS PROVIDED MUST VERIFY YOUR FULL NAME AND EITHER RESIDENTIAL ADDRESS OR DATE OF BIRTH AS PROVIDED IN STEP 4**

## 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 DIRECT acceptable document certifiers is available on [ingdirect.com.au](http://ingdirect.com.au) in the FAQ section.



# verifying your identity

## Step 4 Document certifier to complete

### Section A - Details of person being identified

Mr
  Mrs
  Ms
  Miss
 Other

Surname

First name  Middle name

Date of birth (DD/MM/YYYY)  
 /  /

### Residential Address

Unit number  Street number

Street name

Suburb

State  Postcode

### 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**.  
If ING DIRECT has any questions regarding this verification, you may contact me at the details provided below

Mr
  Mrs
  Ms
  Miss
 Other

Surname

First name  Middle name

Date of birth (DD/MM/YYYY)  
 /  /

Signature of certifier

Certifier Classification [as per Step 3]

Date (DD/MM/YYYY)  
 /  /

Phone number (day)

Unit number  Street number

Street name

Suburb

State  Postcode

**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 DIRECT 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 DIRECT  
Reply Paid 4094  
SYDNEY NSW 2001