

Proof of identity requirements

You are required by law to provide proof of identity when moving money between super funds or withdrawing money from your account. Your super could be thousands of dollars so funds need to be sure they are releasing super to the person to whom the entitlements belong.

Your super transfer or withdrawal could be delayed if you don't provide the right ID, correctly certified.

Short cut to certifying your identity:

STEP 1: Go to Post Office or Police Station

Take with you:

1. Either your CURRENT driver's licence or passport
2. And a photocopy of this ID

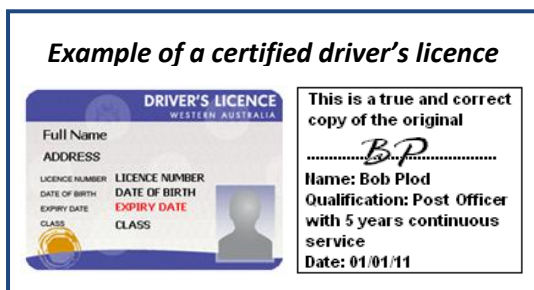
You need to take both the ORIGINAL ID and the PHOTOCOPY. If you are using your driver's licence you'll need to photocopy BOTH sides.

*If you **DO NOT** have a drivers licence or passport **OR** you have changed your name since you joined WALGSP you will **need** to prove your identity in another way.
[See over for other ways to prove your identity >>](#)*

STEP 2: Ask them to certify your id

To certify your ID they must:

1. Sight the ORIGINAL and the COPY to make sure both documents are identical
2. Stamp or write on ALL pages 'This is a true and correct copy of the original' followed by their signature, printed name, qualification (e.g. Australia Post Employee, Police Officer) and date.



IMPORTANT:

- Length of service must also be written if certified by: Australian Post Employee, Finance Company Officer, or Officer with, or Authorised Representative of, a holder of an Australian Financial Services Licence (AFSL). They must have also done five or more years of continuous service.
- If getting ID certified at a Police Station, it must be done by a Police Officer.

STEP 3: Send it all back to us

Send the ORIGINAL certified copies of your ID and appropriate form to us at:

WA Local Government Superannuation Plan
PO Box Z5493 St Georges Tce
Perth, WA 6831

You cannot email or fax these as we need to see original signatures on the certified ID and form.

Other ways to prove your identity

No passport or drivers licence?

If you don't have a passport or a driver's licence you will need to certify **TWO documents**.

One of these:

- » Birth certificate or birth extract
- » Citizenship Certificate issued by the Commonwealth
- » Pension Card issue by Centrelink that entitles the person to financial benefits

AND:

- » Letter from Centrelink regarding a Government Assistance Payment
- » Notice issued by Commonwealth, State or Territory Government or Local Council within the past three months that contains your name and residential address. (For example Tax Office Notice of Assessment or Rates Notice from Local Council).

Changed your name or signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a **certified linking document**. A linking document is a document that proves a relationship exists between two (or more) names.

If you have changed your name you need:

- » Marriage Certificate
- » Deed poll, or
- » Change of name certificate from the Births, Deaths and Marriages Registration Office

If you are signing on behalf of applicant you need:

- » Guardianship papers, or
- » Power of Attorney.

Can't get to a post office or police station?

If you are unable to get to a post office or police station there are a few other locations which have people who are permitted to **certify** your documents. These are:

- » A Finance Company Officer with five or more years of continuous service (with one or more finance companies)
- » An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees (including an Authorised Officer of Western Financial)
- » A Judge of a Court
- » A Magistrate
- » A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a Legal Practitioner
- » A Notary Public Officer
- » A Registrar or Deputy Registrar of a Court
- » A Justice of the Peace
- » An Australian Consular Officer or an Australian Diplomatic Officer
- » A Chief Executive Officer of a Commonwealth Court

Need Help?

If you have any questions or queries regarding proof of ID please give us a call on 08 9480 3500.

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