



The Australian
and New Zealand
College of Notaries

PRACTICE NOTE

PROOF OF IDENTITY DOCUMENTS (and their respective "points" value)

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PROOF OF IDENTITY DOCUMENTS

A table of documents and their respective "points" value
to assist notaries in proving the identities of persons requiring notarial services

NOTES

The table of documents and their respective “points” value has been prepared to assist notaries in proving the identities of persons requiring notarial services.

The “points” value of acceptable documents which are produced must add up to at least 100 points.

If a document is in a language other than English and if the notary is not literate in that language, the document must be accompanied by:

- a sworn translation into English by a NAATI accredited translator; or
- a certified translation by a consular officer of the embassy or consular post in Australia of the country in which the foreign language document originated.

If any document produced is in a person’s previous name, the person must produce additional documentation, including translations where necessary, showing how his or her name was changed, e.g. a marriage certificate or a deed poll. *Documents produced to evidence name changes do not count towards the “100 points”.*

Copies of documents on “smart” devices are increasingly commonly produced for I.D purposes. Only original unaltered documents are acceptable.

Official government “digital” documents such as digital driver licences are in acceptable form, but should first be authenticated in the manner prescribed by the issuing government department or entity.

Proof of identity documents

Document	Points
Current Australian Passport	
Current Australian passport in the person's name/former name	70
Current Overseas Passport	
Current overseas passport in the person's name/former name	70
Citizenship Certificate	
Australian citizen certificate in the person's name/former name	70
Certificate of Evidence of Resident Status	
Official Australian Government Certificate of Evidence of Resident Status showing the person's name/former name.	70
DFAT Document of Identity	
Document of identity for travel purposes issued in the person's name/former name by DFAT to an Australian citizen for travel between Norfolk Island and the mainland	70
Defence Force Identity Card	
Australian Defence Force Identity Card in the person's name/former name	70
Shooter's or Firearm Licence	
Current shooter's or firearm licence showing signature and photograph and the person's present name	70
Security Licence	
Current security protection industry or crowd control licence showing signature and photograph and the person's name	70
Australian Birth Certificate	
Australian birth certificate in the person's name/former name issued and certified by a state or territory Registrar of Births Deaths and Marriages	40
Bank Statement or Passbook	
Current passbook or recent statement for current credit card/ATM card or cheque account at financial institution showing the person's name and current address	40

Child's Birth Certificate

Australian birth certificate for a child showing the person's name as parent/guardian issued and certified by a state or territory Registrar of Births Deaths and Marriages 40

Credit Card

Current credit card/ATM card with financial institution showing the person's signature 40

Driver's Licence - Motor Vehicle

Current state or territory issued driver's licence, learner's permit or provisional licence showing signature and/or photograph and the person's name and current address 40

Decree Nisi

Australian Divorce papers in the person's name/former name 40

Defence Force Discharge Papers

Australian Defence Force discharge papers, in the person's name/former name 40

Educational Certificate

School/educational certificate in the person's name/former name (School/TAFE/University) 40

Australian Marriage Certificate

Australian marriage certificate issued and certified by a state or territory Registrar of Births Deaths and Marriages. 40

Name Change

State or territory official change of name certificate or deed poll certificate 40

Proof of Age Card

Current proof of age card issued by a government agency in the person's name with photograph and/or signature 40

Registration Certificate from Professional Board

Registration certificate from a national or state/territory professional organisation board, e.g. doctors, nurses, dentists, physiotherapists, accountants 40

Student ID Card

Current student ID card issued in the person's name with signature and/or photograph (School/TAFE/University) 40

Trade Certificate

Current Australian trade certificate in the person's name/former name 40

Veteran's Affairs Gold Card

Current Department of Veteran's Affairs Gold Card issued in the person's name 40

Reference from Indigenous Persons Organisation

Reference from an Aboriginal/Torres Strait Islander organisation showing referee's full details and length of time the referee has known the person. *To be verified with the organisation* 20

Educational Report or Reference

School/education reports or references, including enrolment confirmations, in the person's name/former name. *To be verified with the organisation (School/TAFE/University).* 20

PAYG Payment Summary (Group Certificate)

Recent PAYG payment summary or group certificate, not more than two years old, with tax file number. *To be verified with employer* 20

Insurance Renewal

Recent insurance for house, contents, car, boat, crop insurance in the person's name and showing current address 20

Tenancy Agreement or Lease

Recent formal tenancy agreement or lease in the person's name and showing current address 20

Medicare Card

A Medicare card showing the person's name 20

Motor Vehicle Registration

Current motor vehicle registration showing the person's name and current address and proof of payment 20

Other Licence

Any other current Commonwealth, state or territory licence for coxswain, boat, heavy vehicle, aircraft etc. *Must have the person's photograph and/or signature* 20

Rates Notice

Recent rates notice in the person's name and showing current address and proof of payment 20

Utility Account

Recent utility account, e.g. gas, water, electricity or telephone in the person's name and showing current address and proof of payment 20

Share Certificate

Share Certificate issued in the person's name 10

Electoral Enrolment

Proof of electoral enrolment card issued in the person's name and current address 10

Other Financial Documents

Other financial documents such as superannuation statements, life insurance, term deposits issued in the person's name, not more than 12 months old. *Not a hire purchase or lease agreement.* 10

Health Insurance Card

Current health insurance card showing the person's name 10

Motoring Association Card Membership

Current membership card or documents issued in the person's name: NRMA, RACQ, RACV, RAA, RACT, RAC(WA), AANT 10

Taxation Notice of Assessment

Recent taxation notice of assessment in the person's name less than two years old 10

Employment Records

Termination notice, separation certificate, report or reference from employer in the person's name. *To be verified with employer.* 10