

Suggested Proof of Identity Checklist for Vendors (or appointed representative)

Vendor name:	Francis Mary Geist • Jean-Claude George Geist
Property Address:	175 Goldens Road, Forster

1 Primary Proof of Identity documents (originals or certified copies)

The vendor (or representative) must provide **one** document from the following list.

The original document or certified copy must be sighted. The document must show the individual's name, day, month and year of birth, current photograph and signature.

Place an 'X' in the box of the document provided.

<input checked="" type="checkbox"/>	A current Australian driver's licence or a current photo card issued by a State or Territory Government agency
<input type="checkbox"/>	A current Australian passport
<input type="checkbox"/>	A current non-Australian passport

Enter details of the document provided:

Document Type Eg. Australian Passport	Document number	Date of issue (DD/MM/YYYY)	Expiry Date (DD/MM/YYYY)	Place of issue	Original or certified copy sighted by (please print name)

2 Secondary Proof of Identity documents (originals or certified copies)

The vendor (or representative) must provide **two** documents from the following list.

The original document or certified copy must be sighted. The documents must show the individual's name, signature and residential address where applicable.

Place an 'X' in the box of the documents provided.

<input checked="" type="checkbox"/>	A current Medicare card	<input type="checkbox"/>	A water rates notice up to one year old
<input type="checkbox"/>	A current credit card	<input type="checkbox"/>	A gas, electricity or council rates bill up to one year old
<input type="checkbox"/>	A current passbook or an account statement from a bank, building society or credit union up to one year old	<input type="checkbox"/>	An electoral enrolment card or evidence of enrolment not more than two years old

3 Proof of Legal Ownership of Property (original or certified copy) must be provided by the vendor (or representative):

The original document or a certified copy must be sighted. The document must show the property's residential address and vendor's name.

<input checked="" type="checkbox"/>	The certificate of title for the property	<input type="checkbox"/>	A land valuation notice up to one year old
<input type="checkbox"/>	A current council rates notice up to one year old	<input type="checkbox"/>	A National Vendor Declaration concerning the relevant livestock

The licensee must ensure:

- the documents are legible and appear not to have been altered in any way, and
- there is no discrepancy between the information collected by a licensee and the information contained in the documents, other than a discrepancy that can be explained and supported by evidence, and
- the photograph contained in photographic identification documents is a true likeness to the person whose identity is being verified.

Declaration: I have sighted and confirmed the Proof of Identity documents against original documents provided by the vendor (or appointed representative).

 Name of Agent	 Agent's Signature	9 / 2 / 22 Date
--	---	--------------------