

Proof of identity

FACT SHEET

GESB IS REQUIRED TO CONFIRM YOUR IDENTITY BEFORE YOU CAN WITHDRAW PART OR ALL OF YOUR BENEFIT. BY FOLLOWING THE STEPS IN THIS FACT SHEET IT WILL NOT ONLY HELP SPEED UP THE PROCESS OF YOUR APPLICATION, IT WILL ALSO GIVE YOUR PERSONAL INFORMATION ADDED SECURITY AND PROTECTION.

You will need to provide documentation with each request to prove you are the person to whom the superannuation entitlements belong.

STEP 1. ACCEPTABLE DOCUMENTS

One document from **LIST A** **OR** one document **EACH** from **LIST B** and **LIST C**.

<p>List A</p> <ul style="list-style-type: none"> • Current Australian driver's licence with your photograph and signature or equivalent from a foreign country. • Current[^] Passport[#], showing your name, date of birth, photograph and signature. 	<p>OR</p>	<p>List B</p> <ul style="list-style-type: none"> • Birth certificate or birth extract. • Citizenship certificate issued by the Commonwealth. • Pension card issued by Centrelink that entitles the person to financial benefits. <p>List C</p> <ul style="list-style-type: none"> • Notice issued by Commonwealth, State or Territory, no older than 12 months, that contains your name and residential address and records the provision of financial benefits under the law of the Commonwealth, State or Territory. For example, letter from Centrelink. • Notice issued by the Australian Taxation Office, no older than 12 months, that contains your name and residential address and records a tax debt payable to or by you. For example, notice of assessment from ATO. • Notice issued by a local government body, no older than 3 months, that contains your name and residential address and records the provision of services to you. For example, rates notice from local council.
--	------------------	--

[^]The sole exception to the expired document rule is a passport. An expired passport is a valid identification document provided it has been expired for less than two years.

[#]If your passport or birth certificate/extract is not in English, it must be accompanied by an English translation prepared by an accredited translator. If your passport is not an Australian passport it must include your signature.

STEP 2. FIND SOMEONE TO CERTIFY YOUR DOCUMENTS

The following people can certify copies of your original documents as **true and correct** copies:

- A permanent employee of Australia Post with five or more years of continuous service who is employed in an office supplying postal services to the public
- 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
- A police officer
- A Justice of the Peace
- 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
- A registrar or deputy registrar of a court
- An Australian consular officer or an Australian diplomatic officer
- A judge of court
- A magistrate
- A Chief Executive Officer of a Commonwealth court

STEP 3. HOW TO CERTIFY YOUR DOCUMENTS

All copied pages of **original** proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so.

The authorising person must sight the original document and include the following details on the copies:

1. Stamp or write "I certify this is a true copy of the original document" on each page

Followed by their:

2. Printed name
3. Signature
4. Qualification (eg Justice of the Peace) and
5. Date



I certify this is a true copy of the original document.

*Julie Preston
Justice of the Peace
1/1/10*

HAVE YOU CHANGED YOUR NAME OR ARE YOU 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.

The following table contains information about suitable linking documents.

PURPOSE	SUITABLE LINKING DOCUMENT
Change of name	Marriage certificate, deed poll or change of name certificate from Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Western Australian Enduring Power of Attorney

If your Enduring Power of Attorney was made interstate or overseas you need to obtain an order from the Western Australian State Administration Tribunal to confirm your power of attorney can be used in Western Australia.

If you require further information please contact our Member Services Centre on 13 43 72.

How to contact us

GESB
Member Services Centre **13 43 72**
Facsimile 1800 300 067
gesb.com.au

PO Box J 755, Perth WA 6842
Level 4 Central Park, 152 St Georges Terrace, Perth