

## Account Identity Verification

Before you can share files with other users or digitally sign files Your Digital File needs to verify your identity. Business customers also need to verify themselves and their business before they can begin using their business account. Your Digital File uses a standard 100 point check as outlined below.

Personal users complete Parts 1, 2 and 4 below. Business users are required to complete Part 3 also. When sending copies of your identification documents please ensure they are certified by a Justice of the Peace, Commissioner for Oaths, Solicitor or other Notary Public. All documents must be posted to Your Digital File. Faxes or emails will not be accepted. Please do not send original documents.

### Part 1 Personal Information

*Complete the form using blue or black pen and print in clear capital letters. DO NOT USE WHITEOUT.*

Username:	:	.....
Title:	:	.....
Given Name:	:	.....
Middle Name:	:	.....
Family Name:	:	.....
Date of Birth:	:	.....
Place of Birth:	:	.....
Postal Address:	:	.....
City:	:	.....
State/Province:	:	.....
Post Code:	:	.....
Country:	:	.....
Mobile:	:	.....
Email:	:	.....



## Part 2 Verification Items

In order to verify your identity you MUST provide at least ONE Primary Document and all documents provided must total at least 100 Points.

The combination of documents MUST provide:

1. Your full name.
2. Your current residential address.
3. Your date of birth.
4. Your nationality (nationality must be proven if you are not an Australian Permanent resident).
5. Your photograph.

Primary		
70	Current passport	<input type="checkbox"/>
70	Original Birth Certificate	<input type="checkbox"/>
70	Australian Drivers Licence with photograph and signature	<input type="checkbox"/>
70	Citizenship Certificate	<input type="checkbox"/>
70	Birth Card issued by Registry of Births, Deaths and Marriages	<input type="checkbox"/>
70	Expired Passport (not cancelled, current within 2 years)	<input type="checkbox"/>
70	Diplomatic/ Refugee Status Documents	<input type="checkbox"/>
Secondary		
25	State or National Issued License/ Permit eg: Boat Licence	<input type="checkbox"/>
25	Public Service/ Government Employee ID card	<input type="checkbox"/>
25	Government issued Benefit Card eg: Pension or Health Care	<input type="checkbox"/>
25	Tertiary Education Institution ID Card	<input type="checkbox"/>
25	Council Rates Notice	<input type="checkbox"/>
25	Land Titles Office Record	<input type="checkbox"/>
25	Proof of Employment from Employer (current or within 2 years)	<input type="checkbox"/>
25	Marriage Certificate (Maiden Name Only)	<input type="checkbox"/>
25	Credit or EFTPOS Card	<input type="checkbox"/>
25	Foreign Drivers Licence	<input type="checkbox"/>
25	Medicare Card	<input type="checkbox"/>
25	Utility Bill eg: Gas, Electricity, Water, Phone, Internet	<input type="checkbox"/>
25	Financial Institution Record	<input type="checkbox"/>

### Part 3 Business Details (if applicable)

Complete the form using blue or black pen and print in clear capital letters. DO NOT USE WHITEOUT.

To verify a Business Account you must provide evidence of your Business Registration as well as your connection to the Business.

Business Name:	.....
Position Title:	.....
ABN/ACN or Business Registration No.	.....
Dun & Bradstreet DUNS Number:	.....
Registered Business Address:	.....
City of Registration:	.....
State of Registration:	.....
Country of Registration:	.....
Business Postal Address:	.....
Billing Email Address:	.....

### Part 4 Your Declaration

Complete the form using blue or black pen and print in clear capital letters. DO NOT USE WHITEOUT.

I acknowledge that the information on this form is true and correct. The details on this form have been completed by me and not another person.

Full Name:	.....
Signature:	.....
Date:	.....

All identification documents must be copies certified by a Justice of the Peace, Commissioner for Oaths Solicitor or other Notary Public. Please DO NOT send original documents. All documents must be posted to Your Digital File at the address below.

**Your Digital File, GPO Box 187, Brisbane Queensland 4001 Australia**

