



Director ID - Documentation required to verify identity for each application process

Online Application	Phone Application	Paper Application (Applicants within Australia)	Paper Application (Applicants outside Australia)
<p>1. An individual Australian tax file number (TFN).</p> <p>2. Your residential address, as recorded by the Australian Taxation Office (ATO).</p> <p>3. Answers to two questions based on details we know about you from the following documents. (2)</p> <ul style="list-style-type: none"> ● bank account details ● an ATO notice of assessment ● super account details ● a dividend statement ● a Centrelink payment summary ● a PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement). 	<p>1. An Australian tax file number (TFN)</p> <p>2. Your residential address as held by the Australian Taxation Office (ATO)</p> <p>3. Answers to two questions based on details we know about you</p> <p>4. two Australian identity documents – one primary and one secondary.</p> <p>Primary documents (1)</p> <ol style="list-style-type: none"> 1. Australian full birth certificate (extracts and commemorative certificates are not acceptable) 2. Australian passport (including passports that have expired in the past two years) 3. Australian citizenship certificate or extract from a Register of Citizenship by Descent 4. ImmiCard 5. Visa (if you are using a foreign passport but you are still in Australia) <p>Secondary documents (1)</p> <ol style="list-style-type: none"> 1. Medicare card 2. Australian driver's licence or learner's permit. This must show your photo and signature, and the address on the card must match your details on the form 	<p>You will need to provide certified copies of:</p> <ul style="list-style-type: none"> ● one primary and two secondary identity documents, or ● two primary and one secondary identity documents. <p>Do not send original documents as these will not be returned to you.</p> <p>Primary documents</p> <ol style="list-style-type: none"> 1. Australian full birth certificate (extracts and commemorative certificates are not acceptable) 2. Australian passport (including passports that have expired in the past two years) 3. Australian citizenship certificate or extract from a Register of Citizenship by Descent 4. Foreign passport <p>Secondary documents</p> <ol style="list-style-type: none"> 1. Medicare card 2. Australian driver's licence or Australian learner's permit. This must show your photo and signature, and the address on the card must match the details on your application. 	<p>You will need to provide certified copies of:</p> <ul style="list-style-type: none"> ● one primary and two secondary identity documents, or ● two primary and one secondary identity documents. <p>Do not send original documents as these will not be returned to you.</p> <p>Primary documents</p> <ol style="list-style-type: none"> 1. Foreign birth certificate 2. Foreign passport 3. Australian full birth certificate (extracts and commemorative certificates are not acceptable) 4. Australian passport (including passports that have expired in the past two years) <p>Secondary documents</p> <ol style="list-style-type: none"> 1. National photo identification card 2. Foreign government identification 3. Driver's licence, as long as the licence address matches the address details on your application 4. Marriage certificate, but if you use this document to verify your change of name, you can't use it as a secondary document <p>If you have changed your name, you must provide another document showing the change, such as a:</p> <ul style="list-style-type: none"> ● marriage certificate ● deed poll ● change of name certificate