

How to provide proof of identification

There may be times when we ask you to provide certified proof of your identification.

What do you need to do?

1. Gather your proof of ID from the list on this page.
2. Photocopy your ID document(s) and take them **and the originals** to an authorised individual to be certified.
3. Send the certified copies back to us, along with the relevant completed form (e.g. application, claim or rollover form).

Authorised individuals

Only certain individuals are authorised to certify copies of original documents. These include:

- a pharmacist
- a registered medical practitioner
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a permanent employee of Australia Post with two or more years of continuous service
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years consecutive service.

They will certify your document by sighting the original and writing or stamping "This is a true and correct copy of the original" on the copy, along with their name, qualification, the date and their signature.

If you're currently outside Australia

Copies of original documents must be certified by consular staff at an Australian embassy, high commission or consulate. Alternatively your documents can be certified by a notary public, Justice of the Peace, judge of the court, or registrar or deputy registrar of a court.

If you've changed your name

When advising us of a name change, you must provide us with a certified copy of your marriage certificate, your deed poll name change certificate, your new birth certificate, or a decree nisi (divorce papers).

Send your completed forms and certified copies of your personal documents to: LUCRF Super, PO Box 211, North Melbourne VIC 3051.

Acceptable proof of ID documents

1. One document from List 1 **below** OR
2. One document from List 2a **and** one document from List 2b.

List 1 One of these government-issued photographic ID documents:

- current Australian driver licence
- Australian passport (current or that has not been expired for more than two years)
- current foreign passport
- other current Australian government-issued photographic ID (such as a proof of age card or Australian tertiary institution student card).

OR

List 2a One of these government-issued ID documents:

- birth certificate or birth extract
- Australian citizenship certificate
- current foreign driver licence
- current Centrelink pension card.

AND

List 2b One of these documents showing your address:

- utility bill (less than 3 months old)
- local government rates notice (less than 3 months old)
- government benefits notice (less than 12 months old)
- tax assessment notice (less than 12 months old).

If you're signing on behalf of another person

You'll need to provide certified proof of the link between you and the other person. You can use guardianship papers or Power of Attorney, as well as your other certified ID (such as your driver licence or passport).

Document verification service (DVS)

If you've signed a declaration on one of our relevant forms, you can send us a scan of your Australian driver licence, Australian passport or Medicare card. We'll then verify your ID with the appropriate agency. Visit dvs.gov.au for more information.

Contact us

1300 130 780

lucrf.com.au

