



# HOW TO PROVE YOUR IDENTITY

Use this factsheet to understand how to prove your identity when requested.

When we ask you for certified identification, we're asking you to take a photocopy of the document such as your driver licence, and have someone confirm in writing that it's a true and correct copy of the original and it hasn't been altered.

Your super is one of your most important investments, so it's important that it's safe and secure. By asking you to have copies of your identification certified, we can be sure the copy is a true copy and it's you making the request and not someone else. There's also times when the law says we have to do this.

You can find a list of approved people who can certify documents below.

## What you need to do

### 1. Photocopy one of the following documents

- Driver licence
- Passport
- Proof of age card

If you've changed your name, also photocopy your marriage, divorce or change of name certificate.

Call us on 13 64 63 if you don't have one of these documents.

### 2. Get the copy certified as a true and correct copy

- Find an approved person who can certify documents (see list below).
- Give this approved person the original document and your copy.
- The approved person needs to check that each page of the copy is identical to the original and, if it is, write or stamp on each page '**I certify this is a true and correct copy**' followed by:
  - their signature
  - their printed name
  - their position or title from the list on the next page, including their company or business name
  - the date.

### 3. Submit your certified ID

To verify your certified ID, we must receive a copy of your original document that has been certified by an approved person.

Please send your certified copy to:

**Locked Bag 2020 Newcastle NSW 2300.**

You can also drop it off at one of our offices. Unfortunately, we can't accept copies of certified ID via email.

## Who can certify copies of documents?

### The following are approved persons to certify documents:

- permanent employees of Australia Post with five or more years of continuous service
- finance company officers with five or more years of continuous service (with one or more finance companies)
- Australian Financial Services Licence (AFSL) officers/authorised representatives/holders who have five or more years continuous service with a licensee
- notary public officers
- police officers
- registrars or deputy registrars of a court
- Justice of the Peace or Commissioner for Declarations
- people enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as legal practitioners
- Australian consular officers or Australian diplomatic officers
- judges of a court
- magistrates
- Chief Executive Officers of a Commonwealth court.

**Turn over for more information...**

**Example of certified copy**

Justice of the Peace (JP) or  
Commissioner for Declarations (CD)

I certify this is a true and correct copy  
of the documents show and reported  
to me as the original.

*J. Smith*

JOHN SMITH  
Justice of the Peace  
Reg. No. 567893  
1/1/2020

Australian Financial Services  
Licence (AFSL) officers / authorised  
representatives / holders

I certify this is a true and correct copy  
of the documents show and reported  
to me as the original.

*Barry Brown*

BARRY BROWN  
Reg. No. 567893 (if you have one)  
1/1/2020

A representative of **Company Name**,  
**ABN, AFS licence** with five (5) or  
more years continuous service  
under this or another AFS Licence.

Postal Officer

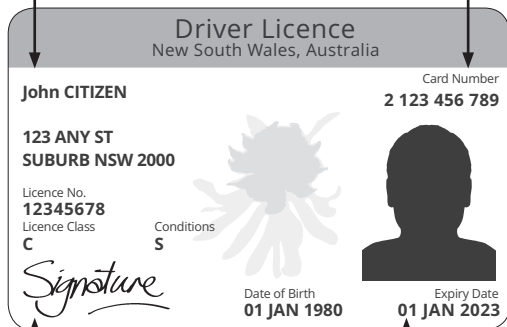
I certify this is a true and correct copy  
of the documents show and reported  
to me as the original.

*J. Jones*

JACK JONES  
Postal Officer  
Newcastle Post Office  
Reg. No. 567893 (if you have one)  
1/1/2020

Make sure your name  
is spelt correctly.

Make sure copy is clear and  
all details are easy to read.

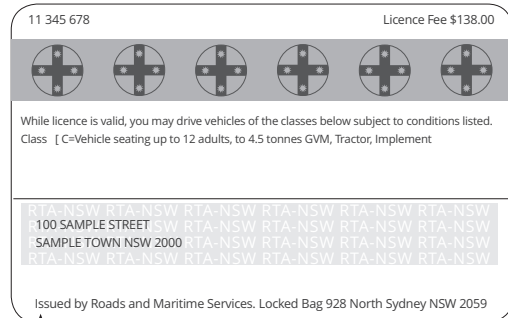


Make sure signature  
is clear and legible.

Make sure document  
hasn't expired.

*Signature*

← Sign here again in black pen.



Also copy the reverse  
side of your licence.

Mine Super | T 13 64 63 | F 02 4962 3469 | E help@mine.com.au | mine.com.au

This is general advice only and does not take into account your financial situation, needs or objectives. Before acting, consider if the information is right for your needs and circumstances and read the relevant Product Disclosure Statement (PDS). If there are any inconsistencies between this document and the PDS or Trust Deed the terms of the PDS or Trust Deed will prevail. This information is based on our understanding of current Australian laws and assumes they will remain unchanged. Issued by AUSCOAL Superannuation Pty Ltd ABN 70 003 566 989 AFS licence 246864 Trustee for the Mine Superannuation Fund ABN 16 457 520 308. Advice is provided by Mine Super Services Pty Ltd ABN 49 051 315 014 AFS licence 502700.