



Special instructions

A separate Approval letter is required to conduct activity with the bank

Identity Verification For Queensland Government Officers

QLD Government

Queensland Government Signatory Verification Procedure

Please complete Part A and B, have the documentation verified by a Commonwealth Bank Branch and forward to QGBC with accompanying letter of Approval.

PART A

Officer's Name	
Agency/Department	
Unit/Division	
Position Title	
Payroll Number	
Name of Supervisor	
Supervisor's Contact phone number	

PART B Present identity documentation to an officer of any Commonwealth Bank Branch

Supporting Documentation must be produced and sighted by a Commonwealth Bank Employee.

Document Type	Document Number	Name on document	Place of issue	Issue Date	Expiry date

Supporting documentation must be produced and sighted by a Commonwealth Bank Employee

For existing bank client Commonwealth Bank account confirmed valid and not stopped

Verification and identity has been completed. The following details have been verified:

The name of the individual; and The date of birth of the individual; or The address of the individual

Signature of New Verifying Officer Date

I understand and acknowledge that it is an offence to knowingly give false or misleading information or to knowingly produce a false or misleading document to prescribed persons.

Individual must supply **one** of the following combinations of identification documents:

1x Primary Photographic Identification OR	2x Primary Non Photographic Identification OR	1x Primary Non Photographic and 1x Secondary Identification
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BANK USE ONLY

Name Staff number Branch Stamp

Signature Date

Note: Please return this application to the Queensland Government Officer to be forwarded to the QGBC with an Approval letter from the Agency Authorising Officer.

Primary Photographic Identification (sufficient ID by itself) includes:

Australian Passport issued by the Commonwealth, which has not been expired for 2 years or more.

Australian Drivers Licence (current) that contains a photograph of the person in whose name the document is issued.

Proof of Age Cards – issued under a law of a state or territory (all states) that contains a photograph of the person in whose name the document is issued.

NSW Photo Card and NSW Birth Card (not currently available in other states).

International Passport or similar document issued for the purpose of international travel that:

- Contains a photograph and signature of the person in whose name the document is issued;
- Is issued by a foreign government, the United Nation (UN) or an agency of the UN; and
- If written in language other than English, accompanied by an English translation from an accredited translator e.g. NAATI.

A National identify card issued for the purpose of identity that:

- Contains a photograph and signature of the person in whose name the document is issued;
- Is issued by a foreign government, the United Nations (UN) or an agency of the UN; and
- If written in language other than English, accompanied by an English translation from an accredited translator e.g. NATTI.

Australian Firearms Licence issued under law (all states).

Australian Defence Force Identity Card (other than where the card is issued to spouses of defence force personnel).

Primary Non Photographic Identification includes:

Birth certificate or birth extract issued by an Australian State or Territory.

Birth certificate issued by a foreign government, the United Nations or an agency of the UN (if written in a language other than English, accompanied by an English translation from an accredited translator e.g. NAATI).

Citizenship certificate issued by the Commonwealth.

Citizenship certificate issued by a foreign government (if written in a language other than English, accompanied by an English translation from an accredited translator e.g. NAATI).

A Pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

Australian Drivers Licence (current) that does not contain a photograph of the person in whose name the document is issued.

Secondary Identification includes:

A notice that was issued to an individual by the Commonwealth, State or Territory within the preceding 12 months that:

- Contains the name of the person and his or her residential address ; and
- Records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory.

Australian Taxation Notice issued to an individual within the preceding 12 months that contains the name of the individual and his or her residential address and records a debt payable to, or by, the individual by, or to, the Commonwealth.

A notice that was issued I the preceding 3 months by a local government or a Public Utility bill (e.g. gas, electricity, water, rates) that:

- Contains the name of the person and his or her residential address; and
- Records the provision of services by the local government body or utilities provider to that address or to that person.

If a person is under 18 years of age, a notice issued by a School Principal within the preceding 3 months with the name and residential address of the person and the period of time the person attended the school. If not available we may consider alternative forms of identity documentation such as a Medicare Card, Health Card, or similar document that contains the person's full name.

Drivers Licence issued by a foreign government.

Australian Government issued Security Guard/Crowd Safety Officer identity card (all states).