Land Title Verification of Identity Form

Australia Post

How to present your application at Australia Post

1. Ensure you have the appropriate identification documents for the highest possible category. Identification documents to be presented must contain matching personal information, be original and current (except for an expired Australian Passport which has not been cancelled and was current with the preceding two years).
   - If you have changed your name from that on an identification document, you will also need to provide a change of name document(s).
   - A translation will be required for passports, driver licences and birth certificates if not in English. The translation is to be completed by a NAATI accredited translator (go to www.naati.com.au for details).

You should produce two Category 1 documents, if these have been issued to you. If you cannot satisfy Category 1 requirements, you must produce documents from the next highest category possible^.

<table>
<tr><th colspan="5">Australian citizen or resident</th><th>Non Australian citizen or resident</th></tr>
<tr><th>Category 1</th><th>Category 2</th><th>Category 3</th><th>Category 4 (a)</th><th>Category 4 (b)</th><th>Category 6</th></tr>
<tr><td>ONE of the following
• Australian passport
• Foreign passport
• Australian Evidence of Immigration Status Immicard**
• Australian Migration Status Immicard**</td><td>ONE of the following
• Australian passport
• Foreign passport
• Australian Evidence of Immigration Status Immicard**
• Australian Migration Status Immicard**</td><td>ONE of the following
• Australian driver licence
• Proof of age card (issued by the Commonwealth, a state or territory)
• Photo card (issued by the Commonwealth, a state or territory)</td><td>ONE of the following
• Australian passport
• Foreign passport
• Australian Evidence of Immigration Status Immicard**
• Australian Migration Status Immicard**</td><td>ONE of the following
• Australian passport
• Foreign passport
• Australian Evidence of Immigration Status Immicard**
• Australian Migration Status Immicard**</td><td>Foreign passport</td></tr>
<tr><td rowspan="2">AND ONE of the following
• Australian driver licence
• Proof of age card (issued by the Commonwealth, a state or territory)
• Photo card (issued by the Commonwealth, a state or territory)</td><td>AND ONE of the following
• Full birth certificate
• Citizenship certificate</td><td>AND ONE of the following
• Full birth certificate
• Citizenship certificate</td><td rowspan="2">AND ONE of the following government issued licences (with photos)
• Australian boat licence
• Australian firearms licence
• Private security licence
• Australian WorkCover licence</td><td>AND
• Full birth certificate</td><td rowspan="2">AND ONE of the following
(a) • Australian / foreign driver licence
• Proof of age card (issued by the Commonwealth, a state or territory)
• Photo card (issued by the Commonwealth, a state or territory)
OR
(b) • Full birth certificate
AND ONE of the following
• Medicare card
• Centrelink card
• DVA card
• Foreign government issued identity document</td></tr>
<tr><td>AND ONE of the following
• Medicare card
• Centrelink card
• DVA card</td><td>AND ONE of the following
• Medicare card
• Centrelink card
• DVA card</td><td>AND ONE of the following
• Medicare card
• Centrelink card
• DVA card</td></tr>
<tr><td>AND (if required)
Change of Name*
• Marriage certificate
• Change of name certificate</td><td>AND (if required)
Change of Name*
• Marriage certificate
• Change of name certificate</td><td>AND (if required)
Change of Name*
• Marriage certificate
• Change of name certificate</td><td>AND (if required)
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• Marriage certificate
• Change of name certificate</td></tr>
</table>

2. Present your form at any participating Post Office. Participating Post Offices can be found at **auspost.com.au/find/landtitleexpressservice**. The VOI Report will be delivered on the same day you present your form.
3. Do not complete Section D in advance.
   (a) Do not sign until you present this form at Australia Post. Your signature must be witnessed by the Australia Post verifier.
   (b) Do not attach a photo. A photo will be taken (and attached where applicable) by the Australia Post verifier.
4. Certified copies of your identification documents and photo taken by Australia Post will be delivered to your conveyancer / lawyer / mortgagee as part of the VOI Report.
5. The fee for the VOI service includes the taking of your photo and is payable to Australia Post when you present your form. Fees can be paid by cash, EFTPOS, Visa or MasterCard. Cheques are not accepted.
6. If you require a Client Authorisation Form or other registry instrument or document to be witnessed, it can be presented to Australia Post along with this form.

* Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.
** Acceptable only at participating Post Offices offering the Land Title ID Check express service.
^ Category 5 (a) and 5 (b) are not performed by Australia Post.

Land Title Verification of Identity Form

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Complete sections A, B and C (if applicable) in full before presenting your form at an Australia Post Land Title ID Check post office.

Use black ink only and print within the boxes in BLOCK LETTERS

Name of your conveyancer / lawyer / mortgagee **(only use this form if provided by the party named below)**

AUSLAW PARTNERS PTY LTD

AUSLAW PARTNERS

A. Details of applicant

Title

Family name / surname

Given name(s) (full name no initials)

Date of birth (DD / MM / YYYY)

Contact phone number

B. Current residential address

Unit number / street number / street name

Suburb / locality

State

Postcode

C. Property details - of property being transacted (if applicable)

Unit number / street number / street name or legal land description (lot / plan)

Suburb / locality

State

Postcode

D. Declaration by applicant

Do not sign until you present this form at Australia Post.

Your signature must be witnessed by the Australia Post verifier.

I acknowledge that the information on this form is true and correct.

Please sign in black ink only inside the box

Date (DD / MM / YY)

Privacy Notice - Australia Post is collecting your personal information to verify your identity which may be used or disclosed with certain third parties to help us administer this service. If required, we may contact you regarding your application. We may also use your information to gather your feedback about our service. Your personal information is handled in accordance with Australia Post Group Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information, please visit www.auspost.com.au/privacy.

E. Australia Post use only

I, the Verifier listed below, hereby certify that:

1. this identification relates to the person listed in Section A
2. the identification was carried out on the date shown below
3. the identification documents presented appear to be original and current; certified copies are attached to this form
4. each photograph in the identification documents produced to me appears to be a reasonable likeness of the person being identified
5. the identity verification has been conducted in accordance with the Registrar's Verification of Identity Standard
6. I witnessed the person listed in Section A sign a Client Authorisation Form, registry instrument or other document (if presented by the applicant)

Verifier's name

Verifier's signature

Comments

Date (DD / MM / YY)

Work centre code

Identity verified by

Australia Post

PTVOIF Reusable v1.0 96238 Auslaw Partners Pty Ltd 10/09/2024