

Home loans identification form

For our home loan brokers

- Please note, this form should only be used when your client is unable to complete our digital ID solution, NextGenID.
- NextGenID is now the primary path for Macquarie Home Loan brokers to verify their client's identity resulting in cleaner applications and faster time to approval. For more information, visit the **Broker Help Centre**.
- If your client is unable to complete their verification of identity digitally, follow the instructions below to complete the Home Loan Identification form via an in-person interview.

How to complete this form

- Complete one form for each person being identified.
- The person being identified ("the interviewee") needs to have an in-person interview with a qualified witness ("the interviewer") and provide original identification documents ("ID documents") from one of the categories listed in *2. Details of Interviewer*.
- The original ID documents:
 - need to be sighted and certified by the interviewer, see *Guide 1: How to certify documents*
 - must be current and not expired (except Australian Passport if the passport has expired in the last two years and has not been cancelled)
 - the interviewee's name on all ID documents must match the name used on the loan application and any government issued Marriage or Change of Name Certificate must also be provided.
- Once completed, provide the signed form with the application documents along with certified copies of the ID documents.

1. Details of interviewee

Full name (including middle names):

IMPORTANT: Please enter the full name that matches at least one photo ID document.

Only complete this section if the interviewee is a third party to the loan, for example, Power of Attorney, Executor, or other third party. Mortgage brokers are not required to complete this section for new applicants.

Tax residency rules differ by country. Whether an individual is tax resident of a particular country is often (but not always) based on the amount of time they spend in a country, the location of their residence or place of work. For the US, tax residency can be as a result of citizenship or residency. Please answer **both** tax residency questions:

a. Are you an Australian resident for tax purposes?

Yes No

b. Are you a tax resident of another country?

No ► **go to section 2**

Yes. If the interviewee is a tax resident of a country other than Australia, please provide their tax identification number (TIN) or equivalent below. If they are a tax resident of more than one other country, please list all relevant countries below.

A TIN is the number assigned by each country for the purposes of administering tax laws. For example, this is the equivalent of a Tax File Number in Australia or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN. **Please note, a US TIN must be provided if you are a US tax resident and a TIN exemption reason will not be accepted.**

Country 1	Country 2	Country 3
Country	Country	Country
TIN (if no TIN, list reason A/B/C)	TIN (if no TIN, list reason A/B/C)	TIN (if no TIN, list reason A/B/C)

Reason A: The country of tax residency does not issue TINs to tax residents.

Reason B: The individual has not been issued with a TIN.

Reason C: The country of tax residency does not require the TIN to be disclosed.

Please tick this box if there are more countries, provide details on a separate sheet.

2. Details of Interviewer

A qualified witness must sight originals and certify copies of documents from one of the below categories.

Please select a category and tick the box next to each document within the chosen category once you have sighted the original and certified the copies. Please attach certified copies of the documents along with this completed form.

Please refer to our **statutory declaration guide** if there are name discrepancies on the ID documents.

Category	Original sighted and copies certified	Minimum document requirements ¹
1.		Australian passport or foreign passport <u>and</u> an Australian driver's licence or Photo Card <u>and if required, also</u> a change of name or government issued marriage certificate
2.		Australian passport or foreign passport <u>and</u> a full birth certificate or citizenship certificate or descent certificate <u>and</u> a Medicare or Centrelink or Department of Veterans' Affairs card <u>and if required, also</u> a change of name or government issued marriage certificate
3.		Australian driver's licence or Photo Card <u>and</u> a full birth certificate or citizenship certificate or descent certificate <u>and</u> a Medicare or Centrelink or Department of Veterans' Affairs card <u>and if required, also</u> a change of name or government issued marriage certificate
4.		a. Australian passport or foreign passport <u>and</u> another form of government issued photographic identity document <u>and if required, also</u> a change of name or government issued marriage certificate OR b. Australian passport or foreign passport <u>and</u> full birth certificate <u>and</u> another form of government issued identity document <u>and if required, a</u> change of name or government issued marriage certificate
For foreign citizens:		
5.		a. Foreign passport <u>and</u> another form of government issued photographic identity document <u>and if required, also</u> a change of name or government issued marriage certificate OR b. Foreign passport <u>and</u> full birth certificate <u>and</u> another form of government issued identity document <u>and if required, also</u> a change of name or government issued marriage certificate

By signing this document, I certify that;

- All of the information on this form is accurate;
- I have sighted the original ID documents for the interviewee in an in-person interview and have attached certified copies of these documents to this form;
- I am qualified to certify ID documents [see *Guide 1: How to Certify Documents*];
- I am satisfied that the interviewee has a reasonable likeness to the person in the photos included in the ID documents; and
- This verification of identity has been conducted in accordance with the Verification of Identity standard in the ARNECC Model Participation Rules and in compliance with the Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1).

Name of interviewer:

Occupation of Interviewer:

Signature of interviewer:

Date:

1. Note: If any ID documents are not in english, they'll need to be accompanied with a translation certificate from an Australian registered and licensed translation service prior to certification. Marriage certificates must be government issued (e.g. NSW Registry of Births, Deaths, and Marriage). Ceremonial marriage certificates will not be accepted.

Guide 1: how to certify documents

Each document must be certified separately and must show clearly:

- the words "certified true copy of the original"
- the signature of the certifying officer
- the name, address, contact telephone number, provider/registration number (if applicable) and profession of the certifying officer, legibly printed below the signature; and
- the date the document was certified

Persons who may certify documents for the Lender include:

1. an officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees;
2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner;
3. a judge of a court;
4. a magistrate;
5. a police officer;
6. a chief executive officer of a Commonwealth court;
7. a registrar or deputy registrar of a court;
8. a clerk of a court;
9. a Justice of the Peace;
10. a Commissioner for Affidavits or Declarations;
11. a notary public;
12. an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
13. a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office providing postal services to the public;
14. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
15. a bank or building society officer with 2 or more continuous years of service;
16. an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
17. a marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
18. a senior executive employee of a Commonwealth, State or Territory authority
19. an SES employee of the Commonwealth
20. a sheriff;
21. a sheriff's officer;
22. a teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
23. an accountant who is a fellow of the National Tax Accountant's Association; or a member of:
 - Chartered Accountants Australia & New Zealand;
 - the Association of Taxation and Management Accountants;
 - the CPA Australia; or
 - the Institute of Public Accountants
24. architects;
25. chiropractors;
26. dentist;
27. financial adviser or financial planner;
28. medical practitioner;
29. midwife;
30. migrant agent registered under Division 3 part 3 of the Migration Act 1958
31. nurse;
32. occupational therapist;
33. optometrist;
34. patent attorney;
35. pharmacist;
36. physiotherapist;
37. psychologist;
38. trademarks attorney;
39. veterinary surgeon.