

Non - represented party (Victoria only) Land title verification of identity form (Land Title ID Check express service post offices only)



How to present your application at Australia Post

- 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 within 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 all 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.~

Australian citizen or resident					Non Australian citizen or resident
Category 1	Category 2	Category 3	Category 4 (a)	Category 4 (b)	Category 6
ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	ONE of the following <ul style="list-style-type: none"> 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) 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	ONE of the following <ul style="list-style-type: none"> Australian passport Foreign passport 	<ul style="list-style-type: none"> Foreign passport
AND ONE of the following <ul style="list-style-type: none"> 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) 	AND ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	AND ONE of the following <ul style="list-style-type: none"> Full birth certificate Citizenship certificate 	AND ONE of the following government issued licences (with photo) <ul style="list-style-type: none"> Australian boat licence Australian firearms licence Private security licence Australian WorkCover licence 	AND <ul style="list-style-type: none"> Full birth certificate 	AND ONE of the following <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Full birth certificate AND ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card Foreign government issued identity document
	AND ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	AND ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 		AND ONE of the following <ul style="list-style-type: none"> Medicare card Centrelink card DVA card 	
AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> Marriage certificate Change of name certificate

- Do not complete section D in advance or sign your Registry Instrument(s). Your signature must be witnessed by the Australia Post Identity Verifier.
- Present your form at any participating Australia Post Land Title ID Check express service post office. To find the nearest participating Australia Post retail outlet, please go to auspost.com.au/find/landtitleexpressservice or call 13 POST (13 7678).
- Identification documents presented must be original and current except for an expired Australian passport which has not been cancelled and was current within the preceding 2 years.
- Your photo will be taken by Australia Post and forwarded to Land Use Victoria.

- Copies of your identification documents, Registry instrument(s) and photo will be certified as true copies and forwarded to Land Use Victoria.#
- From 1 February 2018 the fee will be \$44.00 for the verification of identity service and is payable to Australia Post. Fees can be paid by cash, EFTPOS, Visa or MasterCard. Cheques are not accepted.
- Please bring your Land Use Victoria Registry Instrument(s) or other document(s) with you to present in-store. This will be witnessed by Australia Post when this form is lodged.**

* Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.
You may be referred to Land Use Victoria regarding your application for verification of identity.

~ Category 5 (a) and 5 (b) in Schedule 1 - Verification of Identity Standard (Registrar's requirements for paper conveyancing transactions) are not applicable to this form.

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*4716 51024 5

Use black ink only and print within the boxes in **B L O C K L E T T E R S**

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

Land Use Victoria only - If represented by a conveyancer / lawyer, do not use this form

L A N D U S E V I C T O R I A

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
Suburb / locality State Postcode

D. Declaration by applicant

Do not sign until you lodge this form at Australia Post.
Your signature must be witnessed by the Australia Post Identity Verifier.
I acknowledge that the information on this form is true and correct.

Please sign in black ink only inside the box

Signature box

Date (DD / MM / YY)

Australia Post instruction:

This form (including digital photo) and scanning of documents can be performed by EIS outlets only.

Privacy notice - Australia Post collects your personal information as an agent for Land Use Victoria in order to verify your identity on its behalf.

Your personal information may be disclosed to Decipha (an entity wholly owned by Australia Post) and certain third parties contracted to assist in the administration of these services. Whilst in our possession, 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. You may contact the Privacy Contact Officer, Australia Post, GPO Box 1777, Melbourne, Vic, 3000 for privacy related queries. For more information please visit www.auspost.com.au/privacy

E. Australia Post use only - form to be completed at EIS outlets only

- I, the Australia Post Identity 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. 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 appear 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 this form, Registry Instrument(s) or other document (if presented by the applicant).

Verifier's name

Comments

Date (DD / MM / YY)
Work centre code

Verifier's signature

Identity verified by

