

What are the ID documents that I will need when opening my first account with RSL Money?

If you are visiting one of our branches or sending in your completed form, you'll need to provide:

- 1 document from category A
- OR
- 1 document from category B and
 - 1 document from category C

Category A documentation

- Photo ID issued by the Australian Government Department of Defence: permanent / reserve forces ID, ADF Drivers Licence or ADF Spouse Pass

NOTE: In order to use a Defence Pass as ID, it must contain your photograph and your date of birth or current residential address.

- **Current photographic Australian driver's licence**
- Current Australian passport (or expired within last 2 years)
- Current State or Territory photo ID card (NOT NSW Proof of Age Card, no longer valid)
- Current national or UN identity card with signature and photo or passport with photo. Documents not in English must be accompanied by an English translation prepared by an accredited translator.
- Current drivers licence issued by foreign government. Documents not in English must be accompanied by an English translation prepared by an accredited translator.

Category B documentation

- Birth certificate or birth extract issued by a State or Territory (if foreign, must be accompanied by an English translation prepared by an accredited translator)
- Commonwealth citizenship certificate
- Financial benefits notice (less than 12 months old)
- Centrelink pension card
- Health care card issued by Centrelink

Category C documentation

- Commonwealth, State or Territory Citizenship / Financial Benefits Notice (less than 12 months old) containing your name, current residential address, and a record of the financial benefits received by you.
- Local government or utilities provider bill (less than 3 months old) recording provision of services to you at your current residential address
- ATO Tax notice (less than 12 months old) showing debt payable to / by you and showing your current residential address.
- If you are under 18 years of age, a notice issued to you by School principal (less than 3 months old) containing your current residential address and time at school.

If you are sending your documents to us we also require that these documents be certified. A certified copy is a copy of a document that has been certified by an authorised certifier as a copy of the original. RSL Money will accept documents certified up to 12 months preceding. Certified copies made earlier than 12 months will not be accepted.

Who is an authorised certifier?

The following is a list of authorised certifiers. It is not an exhaustive list, so if you don't know anyone listed below, call us on 1300 13 23 28.

1. Justice of the Peace
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 (however described)
3. A person who, under a State or Territory law, is currently licensed or registered to practice in one of the following occupations:
 - a. Chiropractor
 - b. Dentist
 - c. Legal practitioner
 - d. Medical practitioner
 - e. Nurse
 - f. Optometrist
 - g. Patent attorney
 - h. Pharmacist
 - i. Physiotherapist
 - j. Psychologist
 - k. Trade marks attorney
 - l. Veterinary surgeon
- 4) Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- 5) Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - exercising his or her function in that place
- 6) Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
 - exercising his or her function in that place
- 7) Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- 8) Member of Chartered Secretaries Australia
- 9) Member of Engineers Australia, other than at the grade of student

10) Member of the Association of Taxation and Management Accountants

11) Member of the ADF who is:

- an officer; or
- a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
- a warrant officer within the meaning of that Act

12) Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

13) Member of:

- the Parliament of the Commonwealth; or
- the Parliament of a State; or
- a Territory legislature; or
- a local government authority of a State or Territory

14) Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

15) Notary public

16) Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public

17) Permanent employee of:

- the Commonwealth or a Commonwealth authority; or
- a State or Territory or a State or Territory authority; or
- a local government authority;

with 2 or more years of continuous service who is not specified in another item in this Part

18) Police officer

19) Sheriff

20) Teacher employed on a full-time basis at a school or tertiary education institution

21) Member of the Australasian Institute of Mining and Metallurgy

22) 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;

23) 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 licencees.

What does the authorised certifier need to do?

The authorised certifier will need to examine both the original and the copy of the document.

To certify a document, the 'authorised certifier' must write the following wording or similar wording on the copy of the document or on a certificate relating to the document.

IDENTIFICATION DOCUMENTS

For identity documents that contain a photograph of the signatory: **“I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.”**

For identity documents that do not contain a photograph of the signatory: **“I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.”**

For identify documents that contain multiple pages: "I certify this document, comprising this and the following (insert number of pages) pages, each of which I have signed/initialled, to be a true and accurate copy of the document reported to me to be the original document."

In each case the 'authorised certifier' should:

- sign and date the photocopy;
- add their name in block capitals along with their position or capacity;
- note their address, daytime telephone number (not a mobile phone) and any registration number; and
- add the official stamp of their office (if possible).

If the document has multiple pages, the authorised certifier may add their certification to the first page and then sign or initial each subsequent page.

[Can I fax or email certified documents to RSL Money?](#)

No. RSL Money will only accept certified copies that sent to us via post.

So this means that even if you email us a scanned copy of your application form, you will still need to send us the certified copies of your identification documents via post.