

Record of Queensland Titles Registry forms witnessed as a JP for South Australia

(This form is to be retained by the JP for 7 years from the date of witnessing)

Full Name of JP:

Date	Full name of signatory on document	Document witnessed <i>(e.g. transfer of land or mortgage of land)</i>	Lot number on plan <i>(if applicable)</i>	Title Reference <i>(if applicable)</i>	Documents sighted as proof of signatories entitlement <i>(e.g. contract of sale, loan documentation)</i>	Identification categories sighted <i>(e.g. 1, 2, 3 etc)</i>	Identification sighted <i>(e.g. passport, drivers licence etc)</i> <i>* note: you must not record specific document numbers</i>

Categories of identification documents to be sighted when verifying identity of person for Queensland Titles Registry forms

CATEGORY	MINIMUM DOCUMENT REQUIREMENTS
	For Persons who are Australian citizens or residents:
1	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard <u>plus</u> Australian drivers licence or Photo Card <u>plus</u> change of name or marriage certificate if necessary
2	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard <u>plus</u> full birth certificate or citizenship certificate or descent certificate <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> change of name or marriage certificate if necessary
3	Australian drivers licence or Photo Card <u>plus</u> full birth certificate or citizenship certificate or descent certificate <u>plus</u> Medicare or Centrelink or Department of Veterans' Affairs card <u>plus</u> change of name or marriage certificate if necessary
4	(a) Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary (b) Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary
5	a) Identifier Declaration plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. (b) Identifier Declaration by a Person specified in Verification of Identity Standard paragraph 4.4(e) plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. <i>Note: Refer to Verification of Identity Standard paragraph 4.</i>
	For Persons who are not Australian citizens or residents:
6	(a) Foreign passport <u>plus</u> another form of government issued photographic identity Document <u>plus</u> change of name or marriage certificate if necessary (b) Foreign passport <u>plus</u> full birth certificate <u>plus</u> another form of government issued identity Document <u>plus</u> change of name or marriage certificate if necessary.

The verification of identity must be conducted during a face-to-face in-person interview between the Identity Verifier (e.g. JP) and the Person Being Identified.

Where documents containing photographs are produced by the Person Being Identified, the Identity Verifier must be satisfied that the Person Being Identified is a reasonable likeness (for example the shape of his or her mouth, nose, eyes and the position of his or her cheek bones) to the Person depicted in those photographs.

At the face-to-face in-person interview the Identity Verifier must ensure that the Person Being Identified produces original documents in one of the categories as shown in the table on this page.

The Identity Verifier must be reasonably satisfied that a prior category cannot be met before using a subsequent category.

The Identity Verifier must sight the originals of all Documents from Categories 1, 2, 3, 4, 5 or 6 produced by the Person Being Identified.

The Documents produced must be current, except for an expired Australian Passport which has not been cancelled and was current within the preceding 2 years.