



## 4. Further instructions (please cross X the document you are providing)

### Change of name or birth date

To confirm a change of name or birth date, please send the original or a certified copy of any of the following documents:

If you have changed your **name**, we require a certified\* copy of **one** of the following documents:

- Marriage certificate OR
- Deed poll document OR
- Change of name certificate

If you have changed your **date of birth**, we require a certified\* copy of **one** of the following documents:

One of the following documents:

- Birth certificate or birth card OR
- Passport OR
- Certificate of Australian citizenship OR
- Certificate of evidence of Australian residency OR
- Current RTA photo Driver's Licence.

If you have changed your **financial institution** details, we require a certified\* copy of **any** of the following documents:

**ONE** valid option from this section (please **X** cross the document you are providing):

- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
- A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual) which contains the individual's name and residential address
- A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
- Foreign driver's licence that contains a photograph of the person in whose name it was issued and the individual's date of birth\*
- Pension card issued by Centrelink
- Health card issued by Centrelink

\* Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

### Complete either Part A or Part B

(Note: Part B should only be completed if you do not own a document from Part A)

#### Part A – Acceptable primary ID documents

Select **ONE** valid document from this section (please **X** cross the document you are providing):

- Current Australian State/Territory driver's licence containing a photograph of the person
- Australian Passport (a passport that has expired within the preceding two years is acceptable)
- Card issued under a State or Territory for the purpose of providing a person's age containing a photograph of the person
- Foreign passport or similar travel document containing a photograph and the signature of the person\*

OR

#### Part B – Acceptable secondary ID documents

Select **ONE** valid option from this section (please **X** cross the document you are providing):

- Australian birth certificate
- Australian citizenship certificate
- National identity card issued by a foreign government containing a photograph of the person in whose name the card was issued\*

AND

### Certification of personal documents

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping "certified true copy" followed by their signature, printed name, qualification (eg. Justice of the Peace, Australia Post employee, etc) and the date.

The following people can certify copies of the originals as true and correct copies:

- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court of the High Court of Australia as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate
- a registrar or deputy registrar of a court
- a Chief Executive Officer of a Commonwealth court
- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer.



**Return the completed form to First State Super PO Box 1229 WOLLONGONG NSW 2500**

If you have any enquiries please call Customer Service on **1300 650 873** between 8:30 am and 5:30 pm AEST from Monday to Friday for the cost of a local call (unless calling from a mobile or pay phone).