



# Land Title Verification of Identity Form

## How to present your application at Australia Post

- Ensure you have the appropriate identification documents to be presented to 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 year(s)).
  - 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 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](http://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	
<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Australian passport</li> <li>Foreign passport</li> </ul>	<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Australian passport</li> <li>Foreign passport</li> </ul>	<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Australian driver licence</li> <li>Proof of age card (issued by the Commonwealth, a state or territory)</li> <li>Photo card (issued by the Commonwealth, a state or territory)</li> </ul>	<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Australian passport</li> <li>Foreign passport</li> </ul>	<b>ONE</b> of the following <ul style="list-style-type: none"> <li>Australian passport</li> <li>Foreign passport</li> </ul>	<ul style="list-style-type: none"> <li>Foreign passport</li> </ul> <b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>(a) Australian / foreign driver licence (issued by the Commonwealth, a state or territory)</li> <li>Photo card (issued by the Commonwealth, a state or territory)</li> </ul> OR <ul style="list-style-type: none"> <li>(b) Full birth certificate</li> </ul> <b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>Medicare card</li> <li>Centrelink card</li> <li>DVA card</li> <li>Foreign government issued identity document</li> </ul>	
<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>Australian driver licence</li> <li>Proof of age card (issued by the Commonwealth, a state or territory)</li> <li>Photo card (issued by the Commonwealth, a state or territory)</li> </ul>	<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>Full birth certificate</li> <li>Citizenship certificate</li> </ul>	<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>Full birth certificate</li> <li>Citizenship certificate</li> </ul>	<b>AND ONE</b> of the following government issued licences (with photo) <ul style="list-style-type: none"> <li>Australian boat licence</li> <li>Australian firearms licence</li> <li>Private security licence</li> <li>Australian WorkCover licence</li> </ul>	<b>AND</b> <ul style="list-style-type: none"> <li>Full birth certificate</li> </ul>	<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>Medicare card</li> <li>Centrelink card</li> <li>DVA card</li> </ul>	
<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Change of name certificate</li> </ul>	<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Change of name certificate</li> </ul>	<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Change of name certificate</li> </ul>	<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Change of name certificate</li> </ul>	<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Change of name certificate</li> </ul>	<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>Marriage certificate</li> <li>Change of name certificate</li> </ul>	

2. Present your form at any participating post office.
 

- If you require verification of Identity (VOI) urgently, an express service is available at selected post offices which can be found at [auspost.com.au/find/landtitleexpressservice](http://auspost.com.au/find/landtitleexpressservice). The VOI Report will be delivered on the same day you present your form.
- A standard service is available at other participating post offices which can be found at [auspost.com.au/find/landtitle](http://auspost.com.au/find/landtitle). The VOI Report will typically be delivered within 2-5 business days.

3. Do not complete Section D in advance.
 

- (a) Do not sign until you present this form at Australia Post. Your signature must be witnessed by the Australia Post verifier.

4. Certified copies of your identification documents and photo taken by Australia Post will be delivered to your conveyancer / lawyer / mortgagee as part of the VOI Report.

5. The fee for the VOI service includes the taking of your photo and is payable to Australia Post when you present your form. Fees can be paid by cash, EFTPOS, Visa or MasterCard. Cheques are not accepted.

6. If you require a Client Authorisation Form or other registry instrument or document to be witnessed, it can be presented to Australia Post along with this form.

\* Must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.

Category 5 (a) and 5 (b) are not performed by Australia Post.

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# CLIENT AUTHORISATION

Version:5.0

When this form is signed, the Representative is authorised to act for the Client in a Conveyancing Transaction(s).

**Privacy Collection Statement:** The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Representative Reference: \_\_\_\_\_

CLIENT DETAILS	CLIENT 1	CLIENT 2	
	NAME	_____	_____
	ACN/ARBN	_____	_____
	ADDRESS	_____	_____

TRANSACTION DETAILS	AUTHORITY TYPE	<input type="checkbox"/> SPECIFIC AUTHORITY <small>(set out conveyancing transaction details below)</small>	<input checked="" type="checkbox"/> STANDING AUTHORITY <small>ends on revocation or expiration date: ___/___/___ (tick relevant conveyancing transaction(s) below)</small>	<input type="checkbox"/> BATCH AUTHORITY <small>(attach details of conveyancing transaction(s))</small>		
	CONVEYANCING TRANSACTION(S) 1	CONVEYANCING TRANSACTION(S) 2				
	LAND TITLE REFERENCE(S) <small>(and/or property description)</small>	<b>Any land in the State of Victoria in relation to which the Client is registered as proprietor, or is the Director of any corporate entity registered as proprietor, or has gained an interest by way of a contract of sale, Court Order or other equitable interest, or in relation to which the Client is empowered to act pursuant to a Power of Attorney.</b>				
	CONVEYANCING TRANSACTION(S)	<input checked="" type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> PRIORITY/NOTICE <input checked="" type="checkbox"/> OTHER	<input checked="" type="checkbox"/> MORTGAGE <input checked="" type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE	<input checked="" type="checkbox"/> CAVEAT <input checked="" type="checkbox"/> WITHDRAWAL OF CAVEAT	<input checked="" type="checkbox"/> TRANSFER <input checked="" type="checkbox"/> PRIORITY/NOTICE <input checked="" type="checkbox"/> OTHER	<input checked="" type="checkbox"/> MORTGAGE <input checked="" type="checkbox"/> DISCHARGE/RELEASE OF MORTGAGE
ADDITIONAL INSTRUCTIONS	_____					

CLIENT AUTHORISATION AND SIGNING	CLIENT 1 / CLIENT AGENT 1	CLIENT 2 / CLIENT AGENT 2
	<b>I CERTIFY that:</b> (a) I am the Client or Client Agent; and (b) I have the legal authority to instruct the Representative in relation to the Conveyancing Transaction(s); and (c) if I am acting as a Client Agent that I have no notice of the revocation of my authority to act on behalf of the Client.	
	<b>I AUTHORISE</b> the Representative to act on my behalf, or where I am a Client Agent to act on behalf of the Client, in accordance with the terms of this Client Authorisation and any Participation Rules and any Prescribed Requirement to: (a) sign documents on my behalf as required for the Conveyancing Transaction(s); and (b) submit or authorise submission of documents for lodgment with the relevant Land Registry; and (c) authorise any financial settlement involved in the Conveyancing Transaction(s); and (d) do anything else necessary to complete the Conveyancing Transaction(s).	
	DATE / / _____ CLIENT/CLIENT AGENT NAME _____ CAPACITY _____ If applicable <b>AUSTRALIAN CONSULAR OFFICE WITNESS</b> or <b>IDENTITY AGENT</b> if not a Representative Agent NAME _____ DATE _____	DATE / / _____ CLIENT/CLIENT AGENT NAME _____ CAPACITY _____ If applicable <b>AUSTRALIAN CONSULAR OFFICE WITNESS</b> or <b>IDENTITY AGENT</b> if not a Representative Agent NAME _____ DATE _____

REPRESENTATIVE DETAILS AND SIGNING	REPRESENTATIVE	REPRESENTATIVE AGENT (if applicable)	
	NAME	Lawyers Real Estate Pty Ltd ( T/A Lawyers Conveyancing)	_____
	ACN/ARBN	111 611 539	_____
	ADDRESS	Shop 6, 3-5 Hewish Road, Croydon VIC 3136	_____
<b>I/We CERTIFY</b> that reasonable steps have been taken to ensure that this Client Authorisation was signed by each of the persons named above as Client or Client Agent. SIGNATURE OF REPRESENTATIVE OR REPRESENTATIVE AGENT IF APPLICABLE:  DATE / / _____ SIGN HERE			DATE / / _____ SIGN HERE
SIGNATORY NAME: CAPACITY:			SIGNATORY NAME: CAPACITY:

# Terms of this Client Authorisation

## 1 What is Authorised

The Client authorises the Representative to act on behalf of the Client in accordance with the terms of this Client Authorisation and any Participation Rules and any Prescribed Requirement to:

- (a) sign documents on the Client's behalf as required for the Conveyancing Transaction(s); and
- (b) submit or authorise submission of documents for lodgment with the relevant Land Registry; and
- (c) authorise any financial settlement involved in the Conveyancing Transaction(s); and
- (d) do anything else necessary to complete the Conveyancing Transaction(s).

The Client acknowledges that the Client is bound by any documents required in connection with a Conveyancing Transaction that the Representative signs on the Client's behalf in accordance with this Client Authorisation.

## 2 Mortgagees

Where:

- (a) the Representative represents the Client in the Client's capacity as mortgagee; and
- (b) the Client represents to the Representative that the Client has taken reasonable steps to verify the identity of the mortgagor

the Client indemnifies the Representative for any loss resulting from the Client's failure to take reasonable steps to verify the identity of the mortgagor.

## 3 Revocation

This Client Authorisation may be revoked by either the Client or the Representative giving notice in writing to the other that they wish to end this Client Authorisation.

## 4 Privacy and Client information

The Client acknowledges that information relating to the Client that is required to complete a Conveyancing Transaction, including the Client's Personal Information, may be collected by and disclosed to the Duty Authority, the ELNO, the Land Registry, the Registrar and third parties (who may be located overseas) involved in the completion of the Conveyancing Transaction or the processing of it, and consents to the collection and disclosure of that information to any of those recipients, including to those who are overseas. For further information about the collection and disclosure of your Personal Information, refer to the relevant party's privacy policy.

## 5 Applicable Law

This Client Authorisation is governed by the law in force in the Jurisdiction in which the Property is situated. The Client and the Representative submit to the non-exclusive jurisdiction of the courts of that place.

## 6 Meaning of words used in this Client Authorisation

In this Client Authorisation, capitalised terms have the meaning set out below:

**Batch Authority** means an authority for the Representative to act for the Client in a batch of Conveyancing Transactions details of which are attached to this Client Authorisation.

**Capacity** means the role of the signatory (for example an attorney or a director of a company).

**Client** means the person or persons named in this Client Authorisation.

**Client Agent** means a person authorised to act as the Client's agent but does not include the Representative acting solely in this role.

**Conveyancing Transaction** has the meaning given to it in the ECNL.

**Duty Authority** means the State Revenue Office of the Jurisdiction in which the property is situated.

**ECNL** means the Electronic Conveyancing National Law as adopted or implemented in a Jurisdiction by the application law, as amended from time to time.

**ELNO** means Electronic Lodgment Network Operator.

**Identity Agent** means a person who is an agent of either a Representative, or a mortgagee represented by a Representative, and who:

- (a) the Representative or mortgagee reasonably believes is reputable, competent and appropriately insured; and
- (b) is authorised by the Representative or mortgagee to conduct verification of identity on behalf of the Representative or mortgagee in accordance with the Verification of Identity Standard.

**Jurisdiction** means an Australian State or Territory.

**Participation Rules**, means the rules relating to use of the electronic lodgment network determined by the Registrar from time to time.

**Personal Information** has the meaning given to it in the *Privacy Act 1988* (Cth).

**Prescribed Requirement** means any published requirement of the Registrar that Representatives are required to comply with.

**Registrar** means the Recorder of Titles in Tasmania; the Registrar-General in Australian Capital Territory, New South Wales, Northern Territory and South Australia; and the Registrar of Titles in Queensland, Victoria and Western Australia.

**Representative** is the Australian legal practitioner, law practice or licensed conveyancer named in this Client Authorisation who acts on behalf of the Client and under the relevant legislation of the Jurisdiction in which the property is situated can conduct a Conveyancing Transaction.

**Representative Agent** means a person authorised by a Representative to act as the Representative's agent including to sign the Client Authorisation. For the avoidance of doubt this can include an Identity Agent if so authorised.

**Specific Authority** means an authority for the Representative to act for the Client in completing the Conveyancing Transactions described in this Client Authorisation.

**Standing Authority** means an authority for the Representative to act for the Client as described in this Client Authorisation for the period of time set out in this Client Authorisation.