



### Identification requirements

Proof of your identity is necessary before your change of name or birthdate can be processed.

You will need to supply certified identification documents. To do this, take the original identification documents and a photocopy of both sides of the original document to an authorised person (see list at right).

Faxed copies do not comply with our identification requirements, and are not acceptable.

### How a document is certified

The authorised person will need to:

- write or stamp in English on the photocopies, words to the effect of: 'This is a true and correct copy of the original', and
- write their name, full address, qualification (e.g. Registered Nurse, Justice of the Peace, Police Officer etc.) and registration number (if applicable); and sign and date. See the example below.

### Authorised persons

Identification papers must be certified by an authorised person

- Nurse
- Medical Practitioner
- Pharmacist
- Chiropractor
- Dentist
- Optometrist
- Physiotherapist
- Psychologist
- Legal practitioner
- Patent attorney
- Trade marks attorney
- Veterinary surgeon
- Magistrate
- Judge
- Police Officer
- Notary public officer
- Justice of the Peace
- Australia Post permanent employee (five years service)
- Finance Company Officer (five years service)
- Australian consular officer or diplomatic officer.

'This is a true and correct copy of the original document I have sighted'

Name: Mary R. Smith


Occupation: Registered Nurse

(e.g. Registered Nurse, Justice of the Peace, Police Officer etc.)

Full address details: 123 Sample Street Sydney NSW 2000

Registration number: 1234567

Date: 02/07/2009

Signature: 

EXAMPLE

### Identification documents required

If you can't supply a document from list 1 below, you must supply one document from list 2 and one from list 3.

**One document from list 1**

**1**

- a certified copy of a current driver's licence; or
- a certified copy of a current passport.

**OR**

**One document from list 2**

**2**

- a certified copy of birth certificate or birth extract; or
- a certified copy of citizenship certificate issued by the Commonwealth of Australia; or
- a certified copy of a pension card issued by Centrelink that entitles the person to financial benefits.

**AND one document from list 3**

**3**

- a certified copy of a letter from Centrelink regarding a Government Assistance payment; or
- a certified copy of Notice issued by Commonwealth State or Territory Government or local council within the last 12 months that contains your name and residential address e.g. Australian Tax Office Notice of Assessment or rates notice from local council.

### Certified linking document


Copies of 'Certified linking documents' will be required in the case of a name change, or if the applicant is signing on behalf of another person.

**Change of name** – Marriage Certificate, deed poll or Change of Name Certificate from Births, Deaths and Marriages Registration Office.

**Signing on behalf of applicant** – Guardianship papers, or Power of Attorney.

**Do you have any questions?**

We have people who are ready to take your call and guide you through any issues you may have. Call us on 1800 331 719 8:30am - 6:00pm AEST Monday to Friday.

 Please return this form to:

Health Super Pty Ltd,  
Locked bag 2900, Collins St West VIC 8007