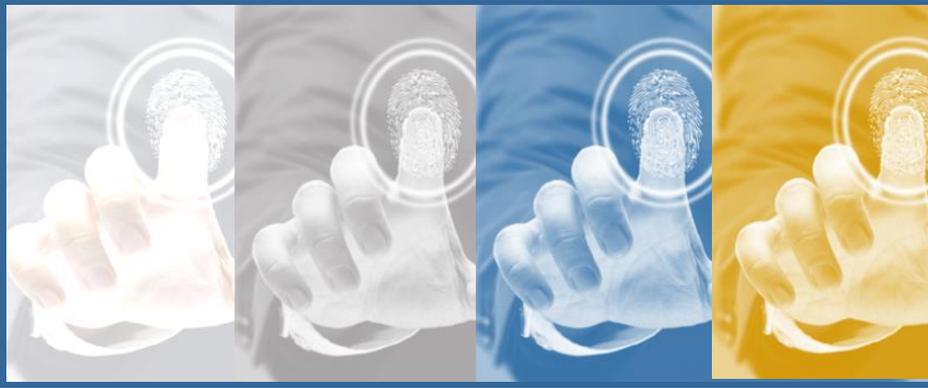


Having your

# IDENTITY VERIFIED

by Coast Conveyancing



Commencing in 2016, your legal representative now has an obligation to verify your identity at the commencement of your matter. They have recommended us to you as we offer a "come to you" service that is available 7 days. The process is simple:

**You**  
book your appointment

**You**  
gather all original documents

**We**  
come to you

**We**  
report to your legal representative

## How to book your appointment

**Online:** [www.ccnsw.com.au/voibook](http://www.ccnsw.com.au/voibook)  
**Call or SMS:** 0405 236 402  
**Email:** [info@ccnsw.com.au](mailto:info@ccnsw.com.au)

### Prices & Payments

\$50.00 for the 1st person in Central Coast region  
\$75.00 for the 1st person in Lake Macquarie region  
\$25.00 for each subsequent person in same appointment  
Cash or electronic funds transfer: + 0%  
Eftpos or credit card at appointment: +1.95%  
Paypal or credit card online: + 2.6%

## What happens at your appointment



Electronically verify your identification documents against records held by the relevant Government departments



Take photographs of all identification documents and a head shot of you without glasses or coverings



Ask you to sign a declaration stating that the documents are original, true and correct



Witness your execution of other conveyancing documents such as the client authorisation and purchaser declaration



If all documents are in order this process should take 15 minutes per person

## What documents you must provide at your appointment

**Australian passport or Foreign passport**

**Plus:** Australian driver's licence or NSW photo card  
**Plus:** Proof of address (eg bank, utility, rates or insurance document)

**OR**

**Australian passport or foreign passport or Australian driver's licence or NSW photo card**  
**Plus:** Australian birth certificate or Australian Citizenship certificate or descent certificate  
**Plus:** Medicare card or Centrelink card or Dept. Veteran Affairs card  
**Plus:** Proof of address (eg bank, utility, rates, tax, insurance or superannuation statement)



**Marriage certificate (issued by BDM) or change of name certificate (if applicable)**  
**Visa and English Translation if using Foreign passport**



# ALL DOCUMENTS MUST BE ORIGINALS

and  
IN ENGLISH

or  
ACCOMPANIED BY AN ENGLISH TRANSLATION.

To obtain a birth, marriage or change of name certificate contact your relevant Births Deaths & Marriages

NSW Births Deaths & Marriages

Other Australian states

 [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)

 02 8894 1555

 Sydney: 35 Regent Street, Chippendale  
Parramatta: 160 Marsden Street, Parramatta

Your local Service NSW Centre

 \$53.00 - 10 days + 6 days post (as at Mar 17)  
\$78.00 - 4 days + 6 days post (as at Mar 17)  
Same day service at Sydney or Parramatta

ACT	<u>Go</u> to web	02 6207 5111
NT	<u>Go</u> to web	08 8999 5511
QLD	<u>Go</u> to web	07 3405 0985
SA	<u>Go</u> to web	08 8204 8532
TAS	<u>Go</u> to web	03 6165 3457
VIC	<u>Go</u> to web	1300 369 367
WA	<u>Go</u> to web	08 9264 1555

To have your document translated

Contact Multicultural Language Services

The interpreter must sign on each page of the translation sign and include a statement that the translation is an accurate translation of the document.



[http://multicultural.nsw.gov.au/our\\_services/interpreting\\_translation/](http://multicultural.nsw.gov.au/our_services/interpreting_translation/)



02 8255 6767



Your local Service NSW Centre



\$77.00 - 14 business days + post (as at Mar 17)

\$96.00 - 7 business days + post (as at Mar 17)

Express service available upon request

If you can not provide a passport, driver's licence or photo ID card you must provide an identity declaration.

An identity declaration is a written document by a person who declares that they have known you for at least 12 months and that you are who you purport to be.

The **Identity declarant** is the person who makes the declaration that they have known you for 12 months.

The identity declarant declares this in writing using a document known as a **statutory declaration**.

The identity declarant is a person who has known you for 12 months and

- is 18 years or above
- + does not have a mental incapacity
- + is not bankrupt
- + is not your relative
- + is not involved in your matter

If you DO have a birth certificate

If you DO NOT have a birth certificate

must be an a person who is an Australian legal practitioner, court officer, licensed conveyancer, bank manager, doctor, nurse, police officer, public servant or local Government officeholder

The identity declarant must sign the statutory declaration in the presence of a Justice of the peace, notary public, Commissioner of the Court or Australian legal practitioner

If an identity declaration is required, we must be notified.