

## Identity Verification

The Catholic Development Fund (CDF) is required to verify the identity of:

- ❖ All new account signatories operating on an account held with the CDF.
- ❖ All new CDF Online users.
- ❖ All new CBA MasterCard card applicants.

### Identity Verification Form

The CDF requires all identification documents used in the identification process to be “Certified” as a true and accurate copy of the original document by an independent approved certifier.

The following Identity Verification Form provides relevant information on how documents have to be certified and who can certify documents etc.

The person being identified is able to complete sections 1 and 2 of the form online, then print the form to date and sign section 3, and arrange for the certifier to complete their details and sign and date section 4.

This form is to be completed for each individual being identified and returned to the CDF, together with the “original” certified copy of identification document, preferably via email attachment, if possible, or else mailed.

## Identity Verification Form

### 1. Details of Individual being identified

<b>Personal Details</b>	
Full Name and Title (Mr/Mrs/Miss/Ms/Rev etc)	Other Names known by
<input type="text"/>	<input type="text"/>
Date of Birth	
<input type="text"/> / <input type="text"/> / <input type="text"/>	
Full Residential Address (No PO. Box addresses)	State
<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>
Mailing Address (if different)	State
<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>
Telephone Number(s) Home: ( <input type="text"/> )	Business: ( <input type="text"/> )
Mobile:	<input type="text"/>
Email Address:	<input type="text"/>
Occupation	Employer/Parish/Agency/Entity
<input type="text"/>	<input type="text"/>

### 2. Identification Details

We need to see a certified photocopy of **any one** of your identification documents listed below. The documents you provide must be valid and clearly show your full name and either or both of your residential address and/or date of birth as well as your signature and photograph. Please indicate which form of identification is being certified by ticking the relevant box and attach a certified copy to this form.

- |   |   |
|---|---|
| <input type="checkbox"/> Current Australian Drivers Licence | <input type="checkbox"/> Current Foreign Passport   |
| <input type="checkbox"/> Current Australian Passport        | <input type="checkbox"/> Photo ID proof of age card issued by a State or Territory Government |

*Note: If you are unable to provide any of the above documents, contact the Catholic Development Fund (CDF) for alternative identification documentation.*

### 3. Signature of Individual being Identified

I certify the above particulars are true and correct.	<input type="text"/>	<input type="text"/>
Signature: x	Date: / /	

### 4. Details & Signature of Document Certifier (Please ensure the following details are completed by the certifier of your identification document).

Full Name and Title (Mr/Mrs/Miss/Ms/Rev etc):	<input type="text"/>
Full Address (No PO. Box addresses)	State
<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>
Occupation (capacity to certify - refer overleaf "Who can Certify Documents")	Telephone Number (Daytime contact number)
<input type="text"/>	( <input type="text"/> )
Certifier's Signature	Date: / /
x	<input type="text"/>

*Please note: We reserve the right to contact the certifier or request additional documentary evidence from you.*

#### CDF Collection Notice

The Catholic Development Fund (CDF) is collecting your personal information (including your name, contact details (such as phone number and address), demographic information such as age and occupation) and financial information (such as credit card details) so that we can verify your identity (for purposes of the accounts of our church entity clients), contact you, verify signatories on deposits and loan accounts and provide our clients with services and information (including providing clergy with accounts and loan facilities) and transactional services (such as charge cards).

If you do not provide us with the personal information we have requested, we may not be able to provide our clients with services or information. CDF may disclose your personal information to our related entities, contractors providing services to us and to other third party service providers we use in conducting our business. We may also disclose your personal information where we are required or authorised by Australian law to do so, including the *Income Tax Assessment Act 1997* (Cth).

Further information about how we handle your personal information, including details about how you can access your information and how you can complain about a breach of the Australian Privacy Principles (as well as how we will deal with any complaint) can be found in our Privacy Policy available at: **CDF Sydney customers** - [http://www.sydneycdf.org.au/privacy\\_statement.php](http://www.sydneycdf.org.au/privacy_statement.php) or **CDF Broken Bay customers** - <https://www.bbcatholic.org.au/privacy-policy>

You can contact us by getting in touch with our Privacy Officer, using the following details:

Catholic Archdiocese of Sydney - (02) 9390 5100, [privacyofficer@sydneycatholic.org](mailto:privacyofficer@sydneycatholic.org), Level 16, Polding Centre, 133 Liverpool Street, Sydney NSW 2000, or Catholic Diocese of Broken Bay - [privacyofficer@bbcatholic.org.au](mailto:privacyofficer@bbcatholic.org.au), Po Box 340, Pennant Hills, NSW 1715.

#### OFFICE USE ONLY

Client No. (person being identified)	<input type="text"/>	Form of ID validated & details recorded	YES/NO	Date	/ /	Initials	<input type="text"/>
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# Certifying your documents

This checklist will take you through exactly how your documents have to be certified. All documents you supply must be:

- A clear photocopy showing relevant page(s) or front & back of document as applicable to document type
- Certified in English
- The date of certification must be no older than 3 months ago
- The “original” certified copy (we will not accept copies of a copy) as signed by the Certifier

## Who can certify documents?

The person who certifies your documents must be independent of your application and one of the following:

- |  |   |
|--|---|
| (1) Minister of Religion registered under Subdivision A of Division 1 of Part 1V of the Marriage Act 1961;                   | (8) a magistrate;   |
| (2) Teacher employed <u>on a full-time basis</u> at a school or tertiary education institution;                              | (9) a registrar or deputy registrar of a court;   |
| (3) a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants. | (10) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);                  |
| (4) Medical Practitioner;  | (11) a notary public (for the purposes of the Statutory Declaration Regulations 1993);  |
| (5) a Justice of the Peace;  | (12) an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees. |
| (6) a police officer;  |   |
| (7) a judge of a court;  |   |

Please Note: The above list of certifiers are those we consider to be the most readily available. Should you experience any difficulties sourcing any of the above certifiers, contact the Catholic Development Fund (CDF) to obtain details of alternative certifiers.

## How to certify documents - checklist

The certifier must:

- a) Write the following wording, or similar, on your documents:

*Example, for identity verification documents that contain a photograph of the signatory*

**“I certify that I have seen the original document and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.”**

- b) Sign and date the copy.

- c) Add their name in block capitals along with their position and capacity to certify.

- d) Add the official stamp of their office, if possible.

**Tick Box**

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