

Certification of personal documents

Where the Authorised Financial Adviser has sighted the ORIGINAL identification documents, that financial adviser can **verify** the documents as true copies.

The Authorised Financial Adviser must:

- sight the original and the copy and make sure both documents are identical.
- make sure all pages have been verified as true copies by writing or stamping 'verified true copy' followed by their signature, printed name, qualification (e.g. Authorised Financial Adviser) and date.
- If the document has more than one page, please ensure that the verification identifies the number of pages (for example, 'I verify this document of [x] pages to be a true copy of the original').

If the Authorised Financial Adviser is not able to sight the ORIGINAL identification documents, the following persons can **certify** the copy instead:

- Commonwealth representative
- Police officer
- Justice of the Peace
- Registered medical doctor
- Registered teacher
- Minister of religion
- Lawyer
- Notary public
- New Zealand Honorary consul
- Member of Parliament
- Chartered Accountant

The certifier must be over 16 years of age, not related to or partner/spouse of the individual, or living at the same address.

The certifier must:

- sight the original and the copy and make sure both documents are identical.
- make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Solicitor) and date.
- If the document has more than one page, please ensure that the certification identifies the number of pages (for example, 'I certify this document of [x] pages to be a true copy of the original').

Certification must be carried out within the preceding 3 months.

Please note: If foreign identification is written in a language other than English, please attach a certified copy of the translation prepared by an accredited translator. The translation must include date of issue, date of expiry (if applicable), authorising body and translation of personal identification details (eg name, address etc).

Contact IOOF if you have any questions about certification of documents.