













## ADF Identification Policy Individuals

*The ADF does not allow individuals to hold accounts in their own names or for personal use.*

The following identification requirements apply to individuals opening accounts on behalf of Catholic entities and individuals who are delegated officers of, signatories on, and/or authorised users on accounts held with the Archdiocesan Development Fund (ADF).

The ADF requires that the identity of all individuals who are to be attached as delegated officers, signatories and/or authorised users to accounts held with the ADF be verified prior to operating on the accounts. The only exception to this requirement is for existing customers/signatories - refer to Section 3 – Existing Customer/Signatories for additional information.

### 1. Online Verification of Identification

The ADF requires that the identity of all new individuals who are to be attached to accounts held with the ADF in any capacity, be verified via the ADF's online identification verification system before they commence operating on an account.

The individual being identified is required to enter their identification document/s into the online identification verification system. The details entered will be validated against external agencies information to confirm the individual's identity. The ADF will receive confirmation from the system of the individual's identity which is then used to finalise the establishment of the individual's access to the required accounts.

The following documents may be utilised for the online verification.

- Australian Passport
- Australian Drivers Licence
- Medicare Card

The ADF will provide any new signatory with the link to the online identification system via email upon receipt of the completed Account Authority.

**\*\*\*NOTE: The ADF does not receive identification data that was entered as part of the online verification. The ADF will only receive a summary report confirming that identification requirements were met.**

### 2. Identification for Individuals Unable to Complete the Online Verification

If an individual is unable to complete the online identity verification, they are to contact the ADF on 07 3324 3777 for assistance.

If an individual is unable to be identified through the the online identity verification, they will be required to have their identity verified directly with the ADF by providing the following:

- 1 x Primary Identification document (must contain a photo); **or**
- 2 x Secondary Identification documents.

See section 2.1 below for the types of documents we accept as Primary and Secondary Identification Documents.

These documents can be provided to the ADF either:

- In person
  - ADF staff must sight originals (i.e. copies/certified copies not accepted)
- Via post
  - Certified copies of identification can be mailed to the ADF.
  - Certified copies must be certified by an Acceptable Certifier and accompanied by a completed Document Certification Form. The Document Certification Form contains a list of the people who qualify as an Acceptable Certifier. The Document Certification Form can be obtained by contacting the ADF.
  - DO NOT EMAIL CERTIFIED COPIES OF IDENTIFICATION DOCUMENTS.

## 2.1 - Type of Documents for Individuals Unable to Complete the Online Verification

### 2.1.1 - Primary: (Only need to produce one (1) of the following documents for acceptable identification).

- Australian Passport (current or expired up to 2 years)
- Australian Drivers Licence
- Australian Proof of Age Cards
- International Passport (If not in English it must be accompanied by a certified English translation)
- National Identity Card (If not in English it must be accompanied by a certified English translation)

### 2.1.2 - Secondary: (Must have two (2) of the following documents for acceptable identification)

- Australian Birth Certificate or Birth Extract
- Foreign Birth Certificate (If not in English it must be accompanied by a certified English translation)
- Australian Citizen Certificate
- Foreign Citizen Certificate (If not in English it must be accompanied by a certified English translation)
- Pension Card issued by Centrelink
- Australian Drivers Licence with no photo
- Taxation Assessment Notice (no more than 12 months old)
- A local government public utility bill (rates, electricity, gas) no more than 3 months old
- Overseas Drivers Licence
- Medicare Card

**\*\*\*NOTE: The ADF will not retain identification information or copies provided post completion of the identification process. All identifying information will be securely destroyed.**

## 3. Existing Customer/Signatories

Individuals who have been previously identified and are current delegated officers of, signatories on, and/or authorised to access, open ADF accounts need not be re-identified.

Examples:

- Opening another account in the same name;
- Person transferring between schools who is an existing signatory.

If an individual has previously been identified by the ADF but has not been a delegated officer of, signatory on, and/or authorised to access, any ADF accounts for a period greater than twelve (12) months, they will be required to be re-identified using the online verification system.