



Proof of Identity

You will need to provide documentation to the Fire and Emergency Services Superannuation Fund (FES Super) when cashing whole or part of your benefit, or when you wish to rollover your benefit to another superannuation fund or on such other occasion as FES Super requires you to prove you are the person to whom the superannuation entitlements belong.

Acceptable Documents

The following documents may be used:

EITHER

The following document only:

- Driver's licence issued under State or Territory law with your photograph which must be legible.

OR

One of the following documents:

- Passport
- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles the person to financial benefits.

AND

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government, utility provider or local council within the past twelve months that contains your name and residential address. For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council.

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Change of Name

- Marriage certificate
- Deed poll or Change of Name Certificate from the Births, Deaths and Marriages Registration Office.

Signed on behalf of applicant

- Guardianship papers or Power of Attorney.



Certification of Personal Documents

All copied pages of **original** proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping '**certified true copy**' followed by their signature, printed name, qualification – for example, Justice of the Peace or Australian Postal Corporation employee – and date.

The following people can certify copies of the originals as **true and correct** copies:

- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- a judge of a court
- a Chief Executive Officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a notary public officer
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service
- an Australian consular officer or an Australian diplomatic officer
- an officer with two or more years of continuous service with one or more financial institutions
- a finance company officer with five or more years continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a permanent employee of the Commonwealth, State or Territory, or State or Territory authority with two or more years continuous service
- a permanent employee of a local government authority with two or more years of continuous service
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants, with two or more years continuous membership.

Other categories of people are authorised to certify originals as true and correct copies and these include a dentist, a medical practitioner, a nurse, an optometrist, a pharmacist, a physiotherapist and a veterinary surgeon. Permanent employees of the Department of Fire and Emergency Services (DFES) and the Fire and Emergency Services Superannuation Board are also able to certify originals as true and correct copies.