



Southern Metropolitan Cemeteries NSW

Identification Checklist

When providing you with goods and services we require you to provide us with Identification (ID). The following guide will assist in understanding how to comply with such requests. We will only ask you for copies of your originals, **do not** send us originals of your ID.

Guidance

1. Documents supplied must equal or exceed 100 points.
2. All **primary** documents are worth 60 points.
3. Your **initial secondary** document is worth 40 points, any additional documents are 25 points each.
4. The combination of identity documents must include your **full name, date of birth and a photo**.
5. All ID documents must be current, legible and in colour.
6. If you cannot provide us with colour copies of your ID a certified copy may be accepted.
7. You must provide copies of both the front and back of each document.
8. You may submit a combination of secondary and tertiary documents to support your mandatory primary document and achieve the 100 points required.

Primary – 60 Points	Secondary – 40 Points	Tertiary – 25 Points
Current Australian Driving Licence	Medicare Card	Private Health Care Card
Australian Passport (Current, or expired within the previous two years, but not cancelled)	Change of Name Certificate	Foreign Driver's Licence
Proof of Age Card (Australian Government Issued)	Birth Certificate	Public Employee Photo ID Card (Government Issued)
Current International Passport	Australian Citizen Certificate	Current Tertiary Education Institution Photo ID
	Department of Veteran Affairs Card	Seniors Card
	Other Government Issued Licence with photo	Centrelink Pensioner Concession Card or Health Care Card

Notice on Digital Identification Documents: Some states now issue digital ID documents (also known as mobile driver's licenses or mobile IDs). We cannot accept these digital IDs. You must submit a photocopy of your physical photo ID.

Rules

1. These ID requirements are solely requirements and standards set by the organisation.
2. You must comply with these requirements when engaging with our staff and services.
3. Any reference to certificate must be a copy of your certificate issued by the registry in its original form.
4. Identification may be provided with supporting Statutory Declaration of authenticity signed by an authorised person under the *Statutory Declarations Act 1959*. This will assist in verification however will not automatically be accepted.
5. We will maintain and store all records in accordance with our Privacy Policy, and our Standard Terms and Conditions.
6. We may make all reasonable requests to seek identification. Where identification is not provided this will delay the process and unless otherwise stated above no exceptions will be made.

