

## VERIFICATION OF IDENTITY (“VOI”)

### Introduction

From November 2015, new legislation in Victoria will affect all paper based and electronic conveyancing property transactions.

All parties participating in land transactions must verify their identity. This process will involve a face-to-face in-person interview whereby particular documents are produced to verify identity. As a legal and conveyancing practitioner, MCP is required to provide the Land Titles Office with a certificate confirming completion.

### Who may perform the VOI process?

A MCP team member, or a Registered Agent appointed to act on our behalf.

### Documents used to verify identity of Australian citizen and residents.

The documents that you must produce during your verification interview are divided into four (4) Categories. You must produce the highest Category possible and must produce all documents from that particular Category.

The easiest means is a passport and driver licence/photo card. The categories are otherwise summarised as follows:

#### Category 1

A passport issued by the Australian Government or a foreign passport  
Plus, an Australian driver’s licence or Proof of Age/Photo Card

#### Category 2 – where Photo Card/Licence not available

A passport issued by Australian Government or a foreign passport:  
Plus, full birth certificate, citizenship certificate or descent certificate  
Plus, Medicare, Centrelink or Department of Veterans’ Affairs card

#### Category 3

Australian driver’s licence or Proof of Age/Photo Card:  
Plus, full birth certificate, citizenship certificate or descent certificate  
Plus, Medicare, Centrelink or Department of Veterans’ Affairs card

#### Category 4

A passport issued by Australian Government or a foreign passport:  
Plus, full birth certificate, citizenship certificate or descent certificate  
Plus, Medicare, Centrelink or Department of Veterans’ Affairs card

Australia Passport or foreign passport:  
Plus, another form of government issued photographic identity Document Or  
Australian Passport or foreign passport:

Plus, full birth certificate  
Plus, another form of government issued identity Document.

### **Option 5**

Identifier Declaration:

Plus, full birth certificate or citizenship certificate or descent certificate

Plus, Medicare or Centrelink or Department of Veterans' Affairs card

Or

Identifier Declaration by a Person specified in VOI Standard paragraph 4.4(e):

Plus, Medicare or Centrelink or Department of Veterans' Affairs card:

In all categories, a change of name or marriage certificate (if necessary) is required.

The person conducting the interview will be required to take copies of these documents.

### **Verification of Identity Overseas**

A verification of identity undertaken outside of Australia must be performed by:

An Australian Consular Officer or Australian Diplomatic Officer; or

For members of the Australian Defence Force, a Competent Officer under the Defence Force Regulations 1952 (Cwth).

### **What to do now?**

1. Make an appointment to visit our office to complete the verification of identity process.

This should take 30 minutes and will cost \$50 plus GST per person: or:

2. Make an appointment to have our VOI Consultant visit you when convenient.

This should again take 30 minutes and will cost \$130 plus GST for the first person and \$80 plus GST for everyone after.

If you require further advice in relation to the above or business generally, please contact us.

### **More Information?**

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