



**ACT**  
Government

# SELF-REPRESENTED PARTY Lodgment Pack 2

## Category 5(a) or 5(b)

ACCESS CANBERRA  
LAND TITLES OFFICE  
NOVEMBER 2020

## INFORMATION GUIDE

This self-represented party pack should only be used if the ID categories cannot be met in pack 1. See here for the Self-Represented Party Pack Categories 1-4 and 6(a) and 6(b).

The documents listed in Category 6(a) are to be used where possible to identify a person who is not an Australian citizen or resident. If these documents are not available, the documents listed in Category 6(b) are to be used.

Where the requirements of Categories 1-4 cannot be met, Category 5(a) may be used; and Category 5(a) cannot be met; Category 5(b) may be used.

If you cannot comply with the minimum identity document requirements as specified in Category 1-4, you will need to rely on someone who has known you for at least 12 months, who does have the required evidence. They then will make a declaration in regards your identity.

The Identifier Declaration should be completed by an adult who has known the person being identified for more than 12 months and is not a relative or is not a party to the instrument.

If you are unsure if this lodgment pack is for you or if you have any questions about this lodgment pack, please give the Land Titles Office a call on (02) 6207 0491.

## IDENTIFIER DECLARATION

*This Identifier Declaration is only to be completed for Category 5a or 5b of the Verification of Identity Standard – see table below. This Identifier Declaration should be completed at the same time the registry instrument is witnessed.*

I .....(full name of declarant)

of ..... (address)

Do solemnly and sincerely declare

My occupation:.....

My date of birth:.....

That I know the applicant by way of:.....

and that I have known them for a period of:.....

Furthermore, I declare that we are not related, I am not party to this conveyancing transaction and that to the best of my knowledge and belief the Person Being Identified is who they purport to be

.....

*(state the name of the person being identified)*

.....

*(declarant signature)*

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Declared and subscribed

at.....

by the said.....

this ..... day of ..... 20 ..... before me:

.....

Signature and capacity of authorised functionary

## VERIFICATION OF IDENTITY STANDARD

Complete one of the categories below. List the Identification type and the registration number, in the right-hand column.

### Category 5(a)

Identifier Declaration by an adult who has known the person being identified for more than 12 months and is not a relative or is not a party to the instrument

Australian Citizen or Resident	
Category 5(a)	Document type & Registration number
Identifier Declaration by an adult who has known the person being identified for more than 12 months and is not a relative or is not a party to the instrument	
<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>• Full birth certificate</li> <li>• Citizenship certificate</li> <li>• Descent certificate</li> </ul>	
<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Centrelink card</li> <li>• DVA card</li> </ul>	
<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Change of name certificate</li> </ul>	

**OR**

### Category 5(b)

Identifier Declaration by an adult who has known the person being identified for more than 12 months and is not a relative or is not a party to the instrument. The declaration can only be completed by a person specified in clause 6.3(a)(v) of the VOI rules.

Australian Citizen or Resident	
Category 5(b)	Document type & Registration number
Identifier Declaration by an adult who has known the person being identified for more than 12 months and is not a relative or is not a party to the instrument. The declaration can only be completed by a person specified in clause 6.3 (a)(v) of the VOI rules.	
<b>AND ONE</b> of the following <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Centrelink card</li> <li>• DVA card</li> </ul>	
<b>AND (if required) Change of Name*</b> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Change of name certificate</li> </ul>	

*\*where Category 5(b) is used, a Bank Manager, Community Leader, Court Officer, Medical Practitioner, Nurse, Public Servant, Legal Practitioner, or Police Officer\**

# AUTHORISED PERSON CERTIFICATION

This MUST be completed by a Justice of the Peace, Notary Public, or a Legal Practitioner **of the Identity Declarant**

I, .....

of .....

being a .....

hereby certify that:

- a) The identification relates to the Identity Declarant being.....; and
- b) The identification was carried out on .....; and
  - 1) The original and current identification documents listed below were produced to me and copies of these documents endorsed by me as true copies are attached to this certification; and
  - 2) The verification of identity was conducted in accordance with [Verification of Identity Rules](#);

Date..... Authorised Person..... Contact Number.....

Signature.....

I have sighted ID in the following category (circle the applicable):						
<b>1</b>	<b>2</b>	<b>3</b>	<b>4(a)</b>	<b>4(b)</b>	<b>6(a)</b>	<b>(6b)</b>
Document Type				Registration number		

## VERIFICATION OF AUTHORITY DOCUMENT CATEGORIES

The following are examples of documents that may be used to verify a person's authority to enter into a Conveyancing Transaction:

Capacity of Party	Documents
<b>I am selling/the current owner of the property:</b> Transferor Lessor Surviving Tenant Outgoing Trustee Registered Proprietor Owners Corporation Body Corporate Managing Agent Lessor Encumbrancer Mortgagor Developer Operator of Retirement Village Lessee (Application to Register a Crown Lease)	<ul style="list-style-type: none"> <li>• current utility bills for the land</li> <li>• a current rates notice for the land</li> <li>• a current land tax assessment notice for the property</li> <li>• the mortgage granted by the mortgagor</li> <li>• loan documentation connecting the party to the land</li> <li>• a signed copy of the crown lease</li> <li>• a management statement</li> </ul>
<b>The property is coming into my name/ I am buying the property:</b> Transferee Executor Beneficiary Incoming Trustee	<ul style="list-style-type: none"> <li>• loan documentation connecting the party to the land</li> <li>• the contract of sale for the land</li> <li>• the will and probate</li> <li>• a letter of administration</li> </ul>
<b>I have a registered interest on the land or applying to register an interest on the land:</b> Mortgagee Lessee (Sublease) Lessor of Sublease Lessee of Sublease Chargee Caveator Encumbrancee Grantor (Servient Tenement) Grantee (Dominant Tenement)	<ul style="list-style-type: none"> <li>• a lease signed by the lessor/lessee</li> <li>• the mortgage granted by the mortgagor</li> <li>• agreement</li> </ul>

This list is not exhaustive and reliance on any one document to verify authority may not satisfy lodgment requirements.