



SELF-REPRESENTED PARTY Lodgment Pack 1 Categories 1-4, 6(a) and 6(b)

ACCESS CANBERRA
LAND TITLES OFFICE

MARCH 2021

SELF - REPRESENTED PARTY LAND TITLE VERIFICATION OF IDENTITY FORM



How to present your application at ACT Land Titles Office

Ensure you have the appropriate identification documents for the highest possible category. Identification documents to be presented must contain matching personal information, be original and current (except for an expired Australian Passport which has not been cancelled and was current within the preceding two years).

- If you have changed your name from that on an identification document, you will also need to provide a change of name document(s).
- A translation will be required for all passports, driver licences and birth certificates if not in English. The translation is to be completed by a NAATI accredited translator (go to www.naati.com.au for details).

You should produce two Category 1 documents, if these have been issued to you. If you cannot satisfy Category 1 requirements, you must produce documents from the next highest category possible.~

Australian Citizen or Resident					Non Australian citizen or resident	
Category 1	Category 2	Category 3	Category 4(a)	Category 4(b)	Category 6(a)	Category 6(b)
ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport • Australian Evidence of Immigration Status Immicard • Australian Migration Status Immicard 	ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport • Australian Evidence of Immigration Status Immicard • Australian Migration Status Immicard 	ONE of the following <ul style="list-style-type: none"> • Australian driver licence • Proof of age card (issued by an Australian state or territory) • Photo card (issued an Australian state or territory) 	ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport • Australian Evidence of Immigration Status Immicard • Australian Migration Status Immicard 	ONE of the following <ul style="list-style-type: none"> • Australian passport • Foreign passport • Australian Evidence of Immigration Status Immicard • Australian Migration Status Immicard 	<ul style="list-style-type: none"> • Foreign passport 	
AND ONE of the following <ul style="list-style-type: none"> • Australian driver licence • Proof of age card (issued by an Australian state or territory) • Photo card (issued by an Australian state or territory) 	AND ONE of the following <ul style="list-style-type: none"> • Full birth certificate • Citizenship certificate • Descent certificate 	AND ONE of the following <ul style="list-style-type: none"> • Full birth certificate • Citizenship certificate • Descent certificate 	AND ONE of another form of Australian government issued photographic identity document	AND <ul style="list-style-type: none"> • Full birth certificate 	AND ONE of another form of Australian government issued photographic identity document	AND <ul style="list-style-type: none"> • Full birth certificate
	AND ONE of the following <ul style="list-style-type: none"> • Medicare card • Centrelink card • DVA card 	AND ONE of the following <ul style="list-style-type: none"> • Medicare card • Centrelink card • DVA card 		AND ONE of another form of Australian government issued identity document		AND ONE of another form of Australian government issued identity document
AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate 	AND (if required) Change of Name* <ul style="list-style-type: none"> • Marriage certificate • Change of name certificate

1. It is recommended that your signature be witnessed by the Identity Verifier. See example on the last page of this pack. Otherwise, anyone over the age of 18, not a party to the transaction can be the witness.
2. Certified copies of your identification and Land Titles Form must be lodged with the Land Titles Office. If you are not lodging, this pack must be handed over to the lodger.
3. On the third page you will find a list of documents to show your right to deal. One of which may be required for lodgment of this pack and your Land Titles form. This document can be a certified copy.

4. If there is a mortgage, you will require written consent from the mortgagee (the bank)
5. If you are signing on behalf of a company, an ASIC extract is required to show that you are a sole director or director/secretary of the company.
6. If you are signing on behalf a body corporate, you are required to confirm the existence and identity of the body corporate by conducting a search of the ASIC register and supply that search.
7. The ACT Settlements room is located at Level 1, 11 London Circuit, Canberra City.

AUTHORISED PERSON CERTIFICATION

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

I,

of

being a.....

hereby certify that:

a) The identification relates to.....; and

b) The identification was carried out on..... ; and

- 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

- The verification of identity was conducted in accordance with the *Verification of Identity Rules*; and

- I witnessed execute the completed

.....

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

Signature.....

Description of identity documents produced & sighted (**see below for the ID category**)

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

VERIFICATION OF AUTHORITY DOCUMENTS

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
I am selling/the current owner of the property: 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"> • current utility bills for the land • a current rates notice for the land • a current land tax assessment notice for the property • the mortgage granted by the mortgagor • loan documentation connecting the party to the land • a signed copy of the crown lease • a management statement
The property is coming into my name/ I am buying the property: Transferee Executor Beneficiary Incoming Trustee	<ul style="list-style-type: none"> • loan documentation connecting the party to the land • the contract of sale for the land • the will and probate • letters of administration
I have a registered interest on the land or applying to register an interest on the land: Mortgagee Lessee (Sublease) Lessor of Sublease Lessee of Sublease Chargee Caveator Encumbrancee Grantor (Servient Tenement) Grantee (Dominant Tenement)	<ul style="list-style-type: none"> • a lease signed by the lessor/lessee • the mortgage granted by the mortgagor • agreement

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

A title search should be obtained to check who is named as a registered interest holder to ensure the correct Person's right to deal is being verified but should not be relied upon as the only document to be used as Verification of Authority.

CHECKLIST FOR LODGMENT OR HANDOVER TO THE LODGER

Tick off once to complete to ensure a smooth lodgment process:

<input type="checkbox"/>	Land Titles Form Certified correctly – (see example below)
<input type="checkbox"/>	This pack completed in full with supporting certified identification attached
<input type="checkbox"/>	Consent from Mortgagee (the bank) if applicable
<input type="checkbox"/>	Authority document attached (see table above for authority documents)

CERTIFICATION ON YOUR LAND TITLES FORM - EXAMPLE BELOW

As you are self-represented, you are the certifier and the JP is the witness. Below is how the certifications will look on your Land Titles Form (eg: Transfer)

CERTIFICATION *Delete the inapplicable		
*The Certifier has taken reasonable steps to verify the identity of the [transferor/transferee/mortgagor/mortgagee/caveator/applicant/covenantor/covenantee/encumbrancer/encumbrancee/grantor/grantee/lienor/lessor/lessee/receiving party/relinquishing party/Donor] or his, her or its administrator or attorney.		
*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.		
*The Certifier has retained the evidence to support this Registry Instrument or Document.		
*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.		
Signed By:	You sign here	Witness to state full name and sign here
<Name of certifying party>	←	←
<Capacity of certifying party>		
for: <Company name>		
		Cross out whichever is inapplicable
on behalf of the [transferor/transferee/mortgagor/mortgagee/caveator/applicant/covenantor/covenantee/encumbrancer/encumbrance/grantor/grantee/lienor/lessor/lessee/receiving party/relinquishing party/donor]		

EXAMPLE