



GREENHILLS CONVEYANCING

Certified Practising Conveyancers

Licensee:
Greenhills Conveyancing Pty Ltd
ABN 30 160 821 723
Licence No. 05001309

Est. 2005

Licensed Conveyancers:
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Verification of Identity (VOI)

Why is it necessary?

The rules of property transactions now mean that **every** party to a transaction must have their identity verified. The new regulation is effective from 1st August, 2016 and is a requirement of the Land Titles Office as a safety measure to protect all parties against fraud.

Why now?

You may have been a client of our office previously, however the current regulations of identifying you are different and more documentation is required. Your verification with us will be valid for 2 years.

We will need to take your Photograph

It is also a requirement for VOI that we take your photo to demonstrate that you are the same person as shown in your photo ID documents and to prove that you had a face to face meeting with us. All the pictures get deleted once verified apart from the client picture.

Protection of your VOI details

Your information is stored by our VOI (InfoTrack) on a secure server for 9 years. InfoTrack complies with the ISO27001 Certification for storing data.

Preparing for your Verification of Identity (VOI) Interview

Acceptable Identity Documents

To help you prepare for your VOI interview and meet the requirements, please ensure you bring the following documents to the interview.

Category	Minimum document requirements
	For Persons who are Australian citizens or residents:
1	<input type="checkbox"/> Current Australian Passport or foreign passport <input type="checkbox"/> <u>plus</u> current Australian drivers licence or photo card <input type="checkbox"/> <u>plus</u> change of name or marriage certificate if necessary
2	<input type="checkbox"/> Current Australian Passport or foreign passport <input type="checkbox"/> <u>plus</u> full birth certificate or citizenship certificate or descent certificate <input type="checkbox"/> <u>plus</u> current Medicare or Centrelink or Department of Veteran's Affairs card <input type="checkbox"/> <u>plus</u> change of name or marriage certificate if necessary
3	<input type="checkbox"/> Current Australian drivers licence or Photo Card <input type="checkbox"/> <u>plus</u> full birth certificate or citizenship certificate or descent certificate <input type="checkbox"/> <u>plus</u> current Medicare or Centrelink or Department of Veteran's Affairs card <input type="checkbox"/> <u>plus</u> change of name or marriage certificate if necessary
4	<input type="checkbox"/> (a) Current Australian Passport or foreign passport <u>plus</u> another form of government issued photographic identity Document <u>plus</u> change of name or marriage certificate if necessary <input type="checkbox"/> (b) Current Australian Passport or foreign passport <u>plus</u> full birth certificate <u>plus</u> another form of government issued identity Document <u>plus</u> change of name or marriage certificate if necessary

**If you are not able to provide any of the above documents please let us know.
Please note that copies of ID documents are NOT acceptable – they must be originals.**

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Winner Business Services Award – 2007, Finalists 2006, 2008 & 2010
2008 & 2010 Business Woman of the Year – 2009 Home Based Business of the Year – Hunter Region Business Excellence Awards