

How to use this example form

You can tailor this referee statement form to use for individuals who don't have standard identification.

Before accepting a referee statement, you must have policies to mitigate and manage any additional risk arising from relying on alternative identification.

Learn more about [Identifying individuals who don't have standard identification](#).

Referee statement for individuals who don't have standard identification

❶ When to use this form

Use this form if you:

- can't obtain or access standard identification such as a drivers' licence or passport
- have inconsistent details across your identification documents, such as name or date of birth.

❷ Before completing this form

We will discuss with you:

- what alternative identification you may provide
- ways you can provide it.

Let us know if you:

- have an Aboriginal and Torres Strait Islander community identification card
- have recently expired identification
- cannot provide a written referee statement.

❸ Information for customer

Complete **questions 1 to 3**.

Sign this form at **question 3**:

- in the presence of your referee if possible, or
- the presence of a witness at **question 4**.

Your referee will complete **question 5 to 8** for you.

❹ Who can be a referee

Suitable referees may include a:

- school principal, teacher or counsellor
- current or former employer or manager
- medical practitioner (for example, doctor, nurse, midwife, dentist, community health professionals, psychologist)
- minister of religion
- police officer
- financial counsellor, advisor, planner or capability worker
- community leader, such as an Elder
- official from an Aboriginal and Torres Strait Islander organisation, or a board member of a Local Aboriginal Land Council
- legal aid or community lawyer
- Services Australia (Centrelink) staff
- correctional services staff
- manager or warden of a refuge or shelter accommodation or homeless shelter
- manager of an aged care facility or hospital.

It can also be an [individual who is able to witness a statutory declaration](#).

Suitable referees may also include other social support service providers such as:

- family violence workers
- social workers
- prison case workers and reintegration officers
- youth services workers.

The referee needs to:

- have an existing relationship with the individual
- be sufficiently independent from the individual.

① Information for referees

Only use this form if the individual at **question 1** can't provide standard identification.

This form will provide the information we need to verify the identity of the individual named at **question 1**. This is required under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

① Submitting the referee statement

When submitting the statement, either:

- send it from the email address of the organisation you work for
- provide it on an official letterhead of the organisation you work for.

We may follow up with an email or phone call if we need more information.

EXAMPLE REFEREE STATEMENT FORM

1. Customer details

Your name

Family name

First given name

Second given name

Other names used or known by

Date of birth (or approximate date if known)

Place of birth

Current address

Previous addresses for the past three years

2. Privacy notice

You need to read this

Privacy and personal information

[Insert privacy notice]

3. Customer declaration

I declare that

- I have read the Privacy Notice above
- the information I have provided in this form is complete and correct
- I have signed this form (tick the option that applies):
 - ☐ in the presence of my referee, or
 - ☐ in the presence of a witness (please have a witness complete question 4).

Your signature

Date / /

4. Details of witness (where applicable)

If you're unable to sign this form in the presence of your referee, you must sign the form in the presence of a witness who must also sign and date this form.

Full name

Signature

Date / /

EXAMPLE REFEREE STATEMENT FORM

5. Referee statement

For information on who may be a referee, refer to **page 1**.

Referee details

Full name

Title or official position

Name of organisation or department (if applicable)

Australian Business Number (ABN) (if applicable)

Contact phone number

Email

I confirm in relation to the individual named on this form that:

- The names listed on this form are all of the names that I am aware that the customer is or has been known as.
- The addresses listed on this form are all of the addresses where I am aware the customer is residing, or has resided.
- The customer has signed this form (tick the option that applies):
 - ☐ In my presence or
 - ☐ In the presence of a witness who has also completed question 4.
- I have known the customer ☐ professionally and/or ☐ personally for _____ years.

6. Customer photo (optional)

Where appropriate, you may also attach a photograph of the customer.

This photograph may be used as an alternative for a formal photographic identification document.

7. Additional information (optional)

Please include any other relevant information about the individual. This may include information about their circumstances that have limited their access to identification documents.

8. Privacy notice

You need to read this

Privacy and personal information

[Insert privacy notice]

Referee's signature

Date / /