



Your responsibilities

- You are required to have this certificate verified (see page 3) by one of the people listed below:
 - Lawyer/ Solicitor/ Barrister of a law court
 - Police Officer
 - Australian Embassy/ Consulate/ High Commission
 - Judge/ Magistrate of a law court
 - Registrar of a law court
 - Justice of the peace or equivalent
 - Notary public or equivalent
 - Medical Doctor who is registered/licenced to practice by the country's relevant competent authority.
- Official papers or documents which include a photograph of yourself must be presented as identification. Suitable documents include:
 - passport
 - identification card
 - other official government documents.
- Any costs involved in getting this certificate verified will be your responsibility.
- if you fail to return this certificate by the due date your pension may be stopped.**

Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 5** skip to the question number shown. You do not need to answer the questions in between.


Customer details

- 1** Centrelink Reference Number
 – – –
- 2** Personal details
 Mr Mrs Miss Ms Other
- Family name
- First given name
- Second given name
- Date of birth
- Gender
 Male Female

3 Is the customer alive?

No Date of death

Day / Month / Year

 Provide verification of death
(e.g. Death certificate.)
▶ **Go to 9**

Yes **Go to next question**

4 Tick **ONE** of the boxes below to tell us about your relationship status right now.

If you have **ever been separated**, give the date that you most recently got back together with your partner.

Married

Date married/
reconciled with your partner

Day / Month / Year

▶ **Go to 6**

Registered relationship
(relationship registered under Australian state or territory laws or laws of other countries or regions)

Date registered/
reconciled with your partner

Day / Month / Year

▶ **Go to 6**

De facto

Date you started your
relationship/reconciled with
your partner

Day / Month / Year

▶ **Go to 6**

Separated
(previously in a marriage,
registered or de facto
relationship)

Date of last separation

Day / Month / Year

▶ **Go to 5**

Divorced

Date of divorce

Day / Month / Year

▶ **Go to 5**

Widowed
(previously in a marriage,
registered or de facto
relationship)

Date of partner's death

Day / Month / Year

▶ **Go to 6**

**Never married or lived
with a partner**

Go to 6



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5 Do you live in the same home as your former partner?

No

Yes

6 Contact details

Address

Country

Contact phone number

Country ()	Area code ()
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Privacy notice

7 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

8 Declaration

If the customer is not able to sign due to physical, psychiatric or intellectual disability, or due to illiteracy, another person may sign on their behalf by completing question 9.

I declare that:

- the information I have given in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.

Your signature




Date

Day	Month	Year
/	/	

Note: This form must be authorised on page 3 within 7 days of this date.

9 Details of person signing on behalf of the customer (if customer is deceased or not able to sign)

Refer to *Privacy and your personal information* at question 7.

 Provide evidence of the customer's inability to sign this form (e.g. legal or medical documents, Social Worker report, death certificate).

Name of person

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Relationship to customer

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Address

Country

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Contact phone number

Country ()	Area code ()
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I declare that:

- the information I have given in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.

Signature of person signing on behalf of the customer



Date

Day	Month	Year
/	/	

Note: This form must be authorised on page 3 within 7 days of this date.

If the customer wants to arrange for another person or organisation to enquire or act on their behalf when dealing with Services Australia, tick this box and we will send you the required form.

Unless the customer is deceased, you must now take this form to an authorised person to confirm your identity (see the next page of this form).

Authorised person

To be completed by **authorised person**

- As a person authorised to verify the identity of a customer, it is essential that you sight the person in their physical presence, satisfy yourself they are alive and verify their identity.
- Satisfactory identification would be official papers or documents that include a photograph of the person. Suitable documents include:
 - passport
 - identification card
 - other official government documents.
- If a person is unable to provide any photographic identification, you should be certain of their identity from other sources before verifying their identity.
- The person's signature should be certified from official documents.
- To verify the person's identity complete the details below.
- This form must be signed and stamped with your official stamp or seal or an official document provided that confirms that the customer is alive.

10 Details of authorised person

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

11 Contact details

Address

Country

Contact phone number

Country () Area code ()

12 Documentation provided for identification of the customer

13 Declaration

Refer to *Privacy and your personal information* at question 7.

I declare that:

- I have sighted the person while in their physical presence, verified their identity and am satisfied they are alive.
- the information I have given in this form is complete and correct.

I understand that:

- personal information is protected by Australian law.
- giving false or misleading information is a serious offence.

Signature of authorised person



Date

Day	Month	Year
/	/	

Note: This form must be authorised within 7 days from the date signed by the customer or by the person signing on behalf of the customer, on previous page.

Official stamp or seal of authorised person

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