

Acceptable Referee Declaration

Public Key Infrastructure Certificate applications (HW004)

When to use this form

Use this form to verify the identity of applicants of Services Australia Public Key Infrastructure (PKI) Certificates. If you are applying for a PKI Site or Individual Certificate, you must complete this form and have it confirmed by an Acceptable Referee.

Public Key Infrastructure

Public Key Infrastructure allows you to transfer information and images between computers safely and securely. With PKI you can securely send a file to someone and know they are the only one who can open it. You can also receive a file with confidence if it has been sent to you securely. Public Key Infrastructure Certificates are issued for individuals and organisations to enable communication through secure electronic channels.

For more information

Go to servicesaustralia.gov.au/pki or call **1800 700 199** Monday to Friday, 8 am to 5 pm, local time.
Call charges may apply.

Returning this form

Return this form and any supporting documents:

- **by email to: ebusiness@servicesaustralia.gov.au**
There may be risks with sending personal information through unsecured networks or email channels.
- **by post to:**
Services Australia
The Manager
eBusiness Service Centre
GPO Box 9822
In your capital city

Filling in this form

You can complete this form on your computer, print and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

Applicant's details

1 Dr Mr Mrs Miss Ms Other

Family name

First given name

Second given name

2 Business address

Postcode

3 What type of PKI Certificate have you applied for?

Tick one only

An Individual Certificate **Go to 6**

A Site Certificate as a sole trader **Go to 6**

A Site Certificate (non individuals)

Site/organisation details

4 Registered name of site/organisation

5 Australian Business Number (ABN)

or

Australian Company Number (ACN)

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Applicant's declaration

6 I declare that:

- I have read the Privacy notice on page 2.
- the nominated referee is not a family member or relative to the applicant.
- the nominated referee is not a business partner or business owner of the applicant.
- the information I have provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.

Applicant's signature

Date

Acceptable referee

The remainder of this form must be completed by your referee.
A referee **cannot** be:

- a family member or relative of the applicant, or
- a business partner or business owner of the applicant.

Referees are responsible for making sure that all documentary evidence of identity is:

- a copy of the original, and
- certified by signing each of the documents with the statement '**This is a true copy of the original as supplied to me**'.

Acceptable referee categories

- a** a member of the Institute of Chartered Accountants in Australia, Australian Society of Certified Practising Accountants or the National Institute of Accountants
- b** a member of a municipal, city, town, district or shire council of a state or territory
- c** a legal practitioner of a federal, state or territory court
- d** a registrar, clerk, sheriff or bailiff of a federal, state or territory court
- e** an individual registered or licensed as a dentist, medical practitioner, pharmacist or veterinary surgeon under a law of the state or territory providing for that registration or licensing
- f** an individual who holds the position of nursing sister and is registered as a nurse under a state or territory law providing for that registration
- g** a judge or master of a federal, state or territory court
- h** a stipendiary magistrate of the Commonwealth or of a state or territory
- i** a justice of the peace of a state or territory
- j** a member of parliament or a state parliament
- k** a member of the Legislative Assembly of the Australian Capital Territory or the Northern Territory
- l** a member of the Australian Federal Police, or of the police force of a state or territory, who, in the normal course of their duties, is in charge of a police station
- m** a manager of a Post Office
- n** an individual employed as an officer or employee by one or more of the following who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee:
- the Commonwealth, a state or territory
 - an authority of the Commonwealth, a state or territory
 - a local government body of a state or territory.
- o** an individual employed as a full-time teacher or as a principal at an educational institution and has been so employed continuously for a period of at least 5 years
- p** an individual who, in relation to an Aboriginal community is recognised by the members of the community to be a community elder or if there is an elected Aboriginal council that represents the community, is an elected member of the council,
- q** a Commissioner of Oaths of a state or territory.

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Referee's details (to be completed by the referee)

7 Dr Mr Mrs Miss Ms Other

Family name

First given name

Second given name

8 Business address

Postcode

9 Daytime phone number

10 Occupation

11 Category (see **Acceptable referee categories**)

Privacy notice

- 12** 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

Referee's declaration

13 I declare that:

- all documentary evidence of identity is a true copy of the original.
- I am not a family member or relative of the applicant.
- I am not a business partner or business owner of the applicant.
- the information I have provided in this form is complete and correct.

I have:

- certified each copy by signing each of the documents with the statement 'This is a true copy of the original as supplied to me'.

I understand that:

- giving false or misleading information is a serious offence.

Referee's signature

Date