

JOHNSON
WINTER &
SLATTERY

Annexure – Extract from ABRS Website

Paper application –
applicants outside Australia



Set out below is an extract from the ABRS website providing information for applicants outside Australia making paper-based applications.

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity>

PAPER APPLICATION – APPLICANTS OUTSIDE AUSTRALIA

In addition to the information requested on the application form, you will need to provide certified copies of one primary and one secondary identity document.

WARNING

Do not send original documents as these will not be returned to you

IDENTITY DOCUMENTS

Primary documents

- Foreign birth certificate
- Foreign passport
- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past two years)

Secondary documents

- National photo identification card
- Foreign government identification
- Driver's licence, as long as the licence address matches the address details on your application
- Marriage certificate, but if you use this document to verify your change of name, you can't use it as a secondary document

If you have changed your name, you must provide another document showing the change, such as a:

- marriage certificate
 - deed poll
 - change of name certificate.
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CERTIFYING YOUR DOCUMENTS

We know that many businesses and communities are being heavily affected by the challenging economic conditions created by continuing COVID-19 outbreaks and restrictions.

If you are having difficulties certifying your documents, contact us for help and support. If you can't apply by the date you need to, you can complete an Application for an extension of time to apply for a director ID. If you have issues completing the form, you can find help on our Accessibility page.

The following people are authorised to certify your identity documents outside Australia:

- notary publics
- staff at your nearest Australian embassy, high commission or consulate, including consulates headed by Austrade honorary consuls.

An authorised certifier must, in the presence of the applicant, certify that each copy is a true and correct copy of the original document. This involves:

- sighting the original document
- stamping, signing and annotating the copy of the identity document to state, 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- initialling each page
- listing their name, date of certification, phone number and position.

For a list of Australian embassies, high commissions and consulates by country, go to the Australian Department of Foreign Affairs and Trade website.

If you can't provide certified copies of your paper identity documents with your application form, contact us to discuss your circumstances.

COPIES BEARING AN APOSTILLE

If your country is party to the Hague Apostille Convention, you can ask the competent authority in your country to certify a copy of your documents by using an apostille.

An apostille is a type of certification that is designated by the state in which a document was issued. A notary public can certify public documents, such birth and marriage certificates, from outside Australia by way of an apostille.

To send your certified documents bearing an apostille, make sure the apostille certification is firmly attached to the copies of your identification documents that accompany your application form.

DOCUMENTS IN LANGUAGES OTHER THAN ENGLISH

If your identity documents are not written in English, you must arrange for them to be translated into English.

Translations must be completed by an approved translation service and certified as a true and correct copy. Each translation should display an official stamp (or similar) that shows the certifier's accreditation.

Translations should also be accompanied by a certified copy of the original document in the language of origin. The certifier must sign and stamp the original copy of the document as a true and correct copy.

To find out more about an authorised translation service in your country, contact your closest Australian embassy, high commission or consulate.

For a list of Australian embassies, high commissions and consulates by country, go to the Australian Department of Foreign Affairs and Trade website.
