



# Southern Metropolitan Cemeteries NSW

## Identification Checklist

Where SMCNSW requires you to provide identification the following guide will assist in understanding how to comply with such requests.

### Guidance

1. Documents supplied must equal or exceed 100 points.
2. All primary documents are worth 60 points.
3. Your initial secondary document is worth 40 points, any additional documents are 25 points each.
4. The combination of identity documents must include your full name, date of birth and a photo.
5. All ID documents must be current, legible and in colour.
6. You must provide copies of both the front and back of each document.
7. You may submit a combination of secondary and tertiary documents to support your mandatory primary document and achieve the 100 points required.

Primary – 60 Points	Secondary – 40 Points	Tertiary – 25 Points
Current Australian Driving Licence	Medicare Card	Private Health Care Card
Australian Passport (Current, or expired within the previous two years, but not cancelled)	Change of Name Certificate	Foreign/International Driver's Licence
Proof of Age Card (Local Government Issued)	Birth Certificate	Public Employee Photo ID Card (Government Issued)
	Australian Citizen Certificate	Current Tertiary Education Institution Photo ID
	Department of Veteran Affairs Card	Seniors Card
		Centrelink Pensioner Concession Card or Health Care Card

**Notice on Digital Identification Documents:** Some states now issue digital ID documents (also known as mobile driver's licenses or mobile IDs). We cannot accept these digital IDs. You must submit your physical, photo ID and a photocopy of the ID.

### Rules

1. These ID requirements are solely requirements and standards set by the organisation.
2. You must comply with these requirements when engaging with SMCNSW staff and services.
3. Any reference to certificate must be a certificate issued by the registry in its original form.
4. Identification may be provided with supporting Statutory Declaration of authenticity. This will assist in verification however will not automatically be accepted by SMCNSW.
5. SMCNSW will maintain and store all records in accordance with its privacy policy, and its Standard Consumer Terms and Conditions.
6. SMCNSW may make all reasonable requests to seek identification, where this identification is not provided no exceptions will be made.

