Part A – Proof of identity – Appropriate representative of a deceased person

Three current documents are required, one from each list below:

List 1 – Evidence of link between photo and signature
- Australian driver licence (or learner permit)
- Australian passport
- Australian firearm licence
- Overseas passport

List 2 – Evidence of operating in the community
- Medicare card
- Credit card or ATM card
- Australian security guard or crowd controller licence
- Marriage Certificate issued by the Victorian Registry
- Student or tertiary identity card
- Australian Citizenship Certificate
- Standard Birth Certificate issued in Australia
- Department of Veterans’ Affairs card
- Working with Children Check card

List 3 – Evidence of current residential address
- Australian driver licence (or learner permit) – *If you have provided this for List 1, you do not need to supply further documentation for List 3.*
- Utility account (including gas, water, electricity, mobile or home phone)
- Rates notice
- Centrelink concession card (Pension Concession Card, Health Care Card or Commonwealth Seniors Health Card)
- Bank statement (including passbook, credit, savings or cheque account)
- Current lease or tenancy agreement
- Superannuation fund statement

How do I have my identity documents certified?
- Make a photocopy of each identity document.
- Take your original documents and the photocopies to one of the following:
  - Your documents can be certified at a Justice Service Centre http://www.justice.vic.gov.au/utility/service+locations/

Please send copies of your certified Part A Proof of Identity documents and completed Part B Application Form to the following address:
Private and Confidential
Expungement Scheme
GPO Box 4356
MELBOURNE VIC 3001
Telephone: (03) 8684 0818
Certifier Use Only: Certification of Proof of Identity – To be completed by certifier when sighting documents

Persons authorised to certify documentation are required, in the presence of the person to be identified, to sight original documentation and verify that the photo identification is a true likeness of the person to be identified. They must sign and date each photocopy of original documents and complete this section.

I certify that the attached photographic identification is a true likeness of the person to be identified and that the proof of identification documentation selected above, submitted with this form and signed and dated by me are true copies of the originals, such originals having been sighted by me.

Full Name

Position (e.g. police officer or Justice of the Peace etc)

Registered Number

Date signed

Signature of the Certifier