

Solar Victoria Identity Verification Form (IDV)

To finalise your application for a Solar Homes rebate and loan, you need to complete this form to confirm your identity.

Checklist

- Complete all questions in Part A. You will need:
- One of the following documents; an Australian passport, Australian birth certificate, foreign passport or ImmiCard; AND
 - Either an Australian driver licence or Medicare card.
 - If your names on the documents are different, you will also need an official change of name form or a marriage certificate issued by Births Deaths & Marriages (not the one you got on your wedding day)
- If you don't have one of the above documents, you will need to organise one so you can continue your application for the Solar Homes rebate.*
- Get your documents certified. Make photocopies of your documents and take them with the originals to be certified by an authorised person (see information below about how to do this). If your referee also meets the criteria to certify documents it can be the same person.
- Ask a referee to complete Part B. Your referee must be an Australian citizen aged 18 or older. They should have known you for at least 12 months, but not live with you or be related to you. They must also hold an Australian passport (current or expired for less than three years.)
- Include this form with your certified photocopies of your documents and add them to your Solar Homes application

Part A: Your details

1. Confirm and sign

The information I am about to give is true and correct and I understand there are penalties relating to making, using and copying false and misleading documents that include imprisonment of up to 10 years.

Your signature:

Date:

2. Your details

Family name:

Given names (in full):

Email:

Daytime phone number:

(in the rare case we need to contact you)

Date of birth:

3. Your documents

I am providing the following documents as evidence of my identity and have enclosed a certified copy of each.

a) Document 1 (tick one ✓)

- Current Australian passport
- Australian birth certificate
- Foreign passport with valid Australian visa
- ImmiCard

b) Document 2 (tick one ✓)

- Current Australian driver licence
- Medicare card

c) Change of name document. Only complete this if your names do not match the documents provided on your Solar Homes application (tick one ✓)

- Change of name certificate issued by Births Deaths & Marriages in any Australian state or territory
- Official marriage certificate issued by Births Deaths & Marriages in any Australian state or territory (not the one you got on your wedding day)

How to get your documents certified

Certification

Take the original and photocopy of your ID documents to an authorised certifier. They will inspect the original documents to ensure they are original documents then inspect the copies and check they are identical to the originals.

The certifier must clearly write or stamp a copy of each document with the words "Certified to be a true copy of the original seen by me".

The certifier then needs to sign and date each copy, and clearly write or stamp their name, personal or professional address and qualification.

Authorised certifiers

Many people can certify your documents. We have provided a summary list below.
For a full list, go to justice.vic.gov.au/certifiedcopies

- Accountants
- Architects
- Bank employees (more than 5 years service)
- Chiropractors
- Conveyancers
- Dentists
- Engineers
- Financial advisors or planners
- Justices of the Peace
- Legal practitioners
- Local mayor or councillors
- Marriage celebrants
- Ministers of religion
- Medical practitioners
- Midwives
- Nurses
- Optometrists
- Pharmacists
- Physiotherapists
- Police officers
- Public servants (more than 5 years service)
- Teachers
- Vets

Part B: Referee details

1. Confirm and sign

The information I am about to give is true and correct and I understand there are penalties relating to making, using and copying false and misleading documents that include imprisonment of up to 10 years.

I confirm that the documents relate to the applicant and I have sighted the certified copies provided by the applicant.

Referee signature:

Date:

2. Referee details

Family name:

Given names (in full):

Daytime phone number:

(in case we need to contact you about this application)

Date of birth:

3. I confirm that (tick each box)

- I am an Australian citizen aged 18 years or older
- I hold an Australian passport (current or expired for less than three years).
Please provide your passport details so we can verify your identity as the referee.

Full name on passport:

Passport number:

Expiry date:

- I have known the applicant for ____ year/s
- I am not related to the applicant by birth or marriage
- I am not in a de facto or registered relationship with the applicant
- I am not living at the same address as the applicant