

After all parties have signed the Form – Please detach this Notice

VERY IMPORTANT: Please read this before signing the form

Before signing the form you must show the witness adequate documentation so they can **verify your identity** and **your entitlement to sign**

Unless you provide adequate documentation the witness may decline to proceed

Note: this notice is not part of the form and must not be lodged in the Titles Registry

Important information – witnessing signatures on titles registry forms

- Only particular persons (Schedule 1 – *Land Title Act 1994*) are able to witness the signature of an individual on a titles registry form and they are required by law to take reasonable steps to verify the individual’s identity and ensure they are the person entitled to sign the form.
- You must provide your witness with sufficient documentation for them to verify your identity (e.g. shows your photo and signature) **and** your entitlement to sign the form (e.g. shows your name and the property details).
- It is recommended that you present as many relevant documents as possible to the witness to assist them in complying with their legal obligations.
- For further guidance, including for witnessing outside Australia, refer to Part 61 of the Land Title Practice Manual, available online at www.qld.gov.au/titles.

1. Verification of identity documents

The Verification of Identity Standard in ¶[61-2700] of the Land Title Practice Manual requires a witness to sight a specified combination of identity documents. An extract showing the first 3 Categories of the Standard is below:

Category	Minimum Document Requirements For Persons who are Australian citizens or residents:
1	<ul style="list-style-type: none"> • Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard • <u>plus</u> Australian drivers licence or Photo Card* (a Photo Card is a card issued by the Commonwealth or any State or Territory Government showing a photograph of the holder and enabling the holder to evidence their age and/or their identity) • <u>plus</u> change of name or marriage certificate <i>if necessary</i>
2	<ul style="list-style-type: none"> • Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard • <u>plus</u> full birth certificate or citizenship certificate or descent certificate • <u>plus</u> Medicare or Centrelink or Department of Veterans’ Affairs card • <u>plus</u> change of name or marriage certificate <i>if necessary</i>
3	<ul style="list-style-type: none"> • Australian drivers licence or Photo Card* (see Photo Card definition in Category 1 above*) • <u>plus</u> full birth certificate or citizenship certificate or descent certificate • <u>plus</u> Medicare or Centrelink or Department of Veterans’ Affairs card • <u>plus</u> change of name or marriage certificate <i>if necessary</i>

2. Documentation to confirm you are entitled to sign the form/s

If you are **selling property** or are **only refinancing**

- a current local government rates notice; or
- a current title search statement; or
- a current land tax assessment notice.

If you are **buying property** and/or **financing the purchase**

- a copy of the contract of sale; or
- official loan documentation from your lender; or
- a letter from a solicitor confirming you are entitled to sign the form.

Unless you show your witness adequate documentation they may decline to proceed