



Circular

No. 2016/13

October 2016

Replaces LPI Circular 2007/02

New proof of identity requirements for Application for Replacement Certificate of Title (form 12PV) commencing 1 November 2016

New procedures relating to the registration of Application for Replacement Certificate of Title (form 12PV) will take effect from 1 November 2016. Land and Property Information (LPI) is allowing a transition period of three months, with full compliance required from 1 February 2017.

Legal practitioners and licensed conveyancers lodging on behalf of clients will be required to collect documentary evidence verifying the identity of the applicant(s) and lodge this evidence with the application.

These identification documents will be lodged together with additional supporting evidence required when replacing a Certificate of Title, such as rates notices and statutory declarations.

Why are these changes being introduced?

The changes are being introduced as one of a range of LPI initiatives aimed at reducing the risk of fraudulent land transactions. The Verification of Identity required will be aligned with the Verification of Identity Standard set out in Schedule 8 of [NSW Participation Rules for Electronic Conveyancing](#) determined under the *Electronic Conveyancing National Law (NSW)* and the [Conveyancing Rules section 12E Real Property Act 1900](#).

Identification required

Originals or certified copies of documents in the categories as shown in Appendix 1 must be provided on lodgment of Application for Replacement Certificate of Title (form 12PV).

What will LPI do with this evidence?

LPI will make copies of any original documents and return them to the lodging party or Practitioners should sight original documents, certify and obtain copies of those documents for lodgment. The evidentiary documents lodged with applications will be validated with the appropriate authorities. Copies of these documents will be retained by LPI but will not be placed on the public record or made available for public inspection.

Replacement of damaged or defaced Certificates of Title

Form 12PV must be used when replacing damaged or defaced Certificates of Title. The damaged or defaced Certificate of Title must be lodged with the application.

More information

For more information see the LPI fact sheet [Application for Replacement Certificate of Title](#) or contact LPI on T: 1300 052 637 or E: GeneralEnquiry@lpi.nsw.gov.au.

Instructions for completion of the form vary according to the category of applicant and are available on the [Registrar General's Directions](#) website.

Information contained
in this document was correct at
time of publication, but may have
been superseded

Appendix 1

Identification Required

The documents produced must be current, except for an expired Australian Passport which has not been cancelled and was current within the preceding 2 years.

All requirements in one of the categories below must be met as a minimum:

Category	Minimum Document Requirements
	For Persons who are Australian citizens or residents:
1	Australian Passport or foreign passport plus Australian drivers licence or Photo Card plus change of name or marriage certificate if necessary
2	Australian Passport or foreign passport plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary
3	Australian drivers licence or Photo Card plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary
4	(a) Australian Passport or foreign passport plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary (b) Australian Passport or foreign passport plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary
5	(a) Identifier Declaration plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. (b) Identifier Declaration by a Person specified in Verification of Identity Standard paragraph 4.4(e)* plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. <i>Note: Refer to Verification of Identity Standard paragraph 4.</i>

	For Persons who are not Australian citizens or residents:
6	<p>(a) Foreign passport plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary</p> <p>(b) Foreign passport plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary.</p>

* **Paragraph 4.4(e) Schedule 8** [NSW Participation Rules for Electronic Conveyancing](#)

Note Marriage Certificate from Registry, Births, Deaths and Marriages must be provided. A ceremonial marriage certificate is not acceptable as supportive evidence.

Note A document containing text in a foreign language must be accompanied by an English translation. The translation must be signed on each page by the interpreter and be identified as an accurate translation of the document.

Identifier Declaration

If categories 1 to 4 cannot be met, Category 5(a) may be used with an Identifier Declaration. An Identifier Declaration certifies the identity of the person being referenced. The identity of the declarant must be supported by original or certified copies of documentation that meets all of the requirements in one of the categories numbered 1 to 4 in the table above.

The Identifier Declaration is in the form of a Statutory Declaration detailing the following:

- the Identity Declarant's name and address; and
- the Identity Declarant's occupation; and
- the Identity Declarant's date of birth; and
- the nature of the Identity Declarant's relationship with the Person Being Identified; and
- that the Identity Declarant is not a relative of the Person Being Identified; and
- that the Identity Declarant is not a party to the Conveyancing Transaction(s) the Person Being Identified has or is entering into; and
- the length of time that the Identity Declarant has known the Person Being Identified; and
- that to the Identity Declarant's knowledge, information and belief the Person Being Identified is who they purport to be.

If category 5(a) cannot be met, Category 5(b) may be used. The Identifier Declaration for 5(b) must be made by a person who is an Australian Legal Practitioner, a Bank Manager, Community Leader, Court Officer, Doctor, Land Council Officeholder, Licenced Conveyancer, Local Government Officeholder, Nurse, Public Servant or Police Officer.