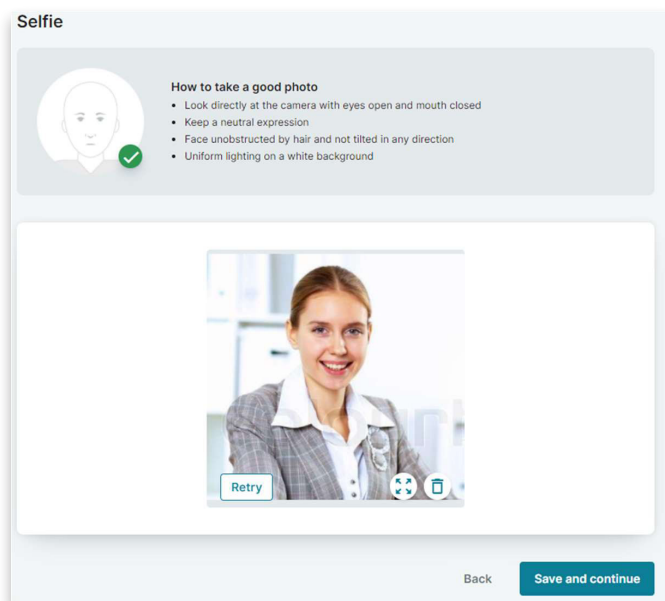


Completing the VOI

1. Click the link to begin and enter the verification code

2. Take a photo of yourself, then press save

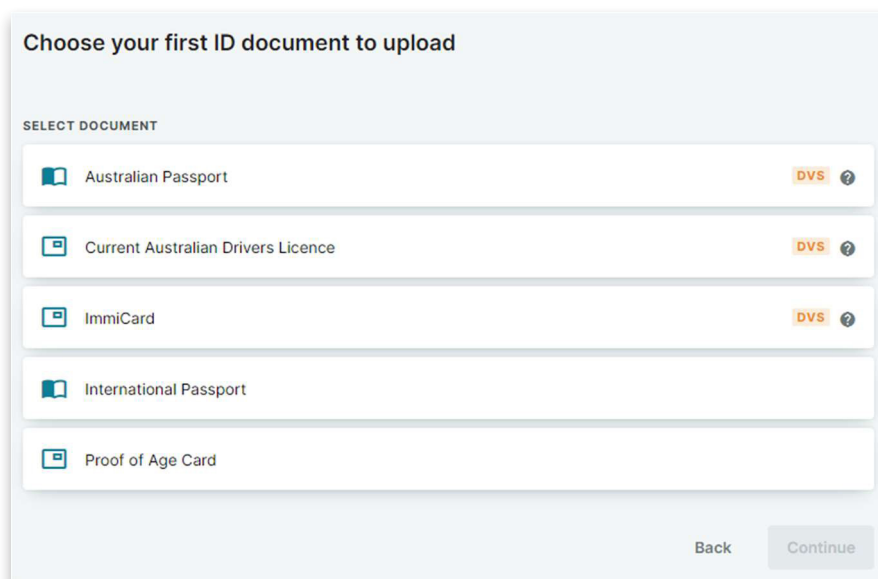
If your verifier has requested a video recording of yourself you will complete this after submitting your selfie. A number will appear on screen for you to record yourself saying. Review it and click 'Save and Continue'.



The screenshot shows a 'Selfie' capture interface. At the top left, there is a circular icon of a face with a green checkmark. To its right, the text reads 'How to take a good photo' followed by a bulleted list: 'Look directly at the camera with eyes open and mouth closed', 'Keep a neutral expression', 'Face unobstructed by hair and not tilted in any direction', and 'Uniform lighting on a white background'. Below this is a large photo of a smiling woman. At the bottom left of the photo is a 'Retry' button. At the bottom right are icons for zooming and deleting. At the very bottom of the screen are 'Back' and 'Save and continue' buttons.

3. Take photos of identity documents


You will need to do this until the ID requirements are met.



The screenshot shows a 'Choose your first ID document to upload' screen. It features a list of document types under the heading 'SELECT DOCUMENT': 'Australian Passport', 'Current Australian Drivers Licence', 'ImmiCard', 'International Passport', and 'Proof of Age Card'. Each document type has a small icon on the left and a 'DVS' label with a question mark icon on the right. At the bottom right of the screen are 'Back' and 'Continue' buttons.

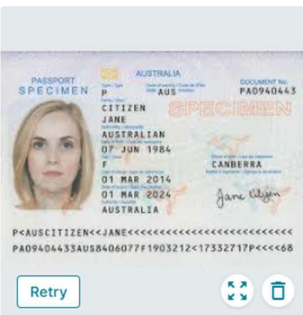
Select the document type, take a photo of the document, verify the information and click 'Save and continue'.

Australian Passport



How to take a good photo

- Your image must show the page with your photo and personal details
- Your passport must be current, or expired within the previous two years, but not cancelled
- Ensure there is no glare or a reflection
- Ensure your image is not blurry



[Retry](#)

! Ensure details exactly match the passport or your VOI may be rejected

Given name(s)	Family name
<input type="text" value="JANE ELIZABETH"/>	<input type="text" value="CITIZEN"/>
Passport number	Date of birth
<input type="text" value="PA0940443"/>	<input type="text" value="07 / 06 / 1984"/>

[Back](#) [Save and continue](#)

You will notice that we pre-populate the information to check from the document. It is important that this is correct as this is what gets sent through the document verification service.

Continue uploading identity documents until you have met the criteria for the VOI.

4. Once you have met the criteria, press 'Continue'.

Your ID documents

That is all the identification you need to meet the Verification of Identity regulations.

UPLOADED DOCUMENT

Australian Passport

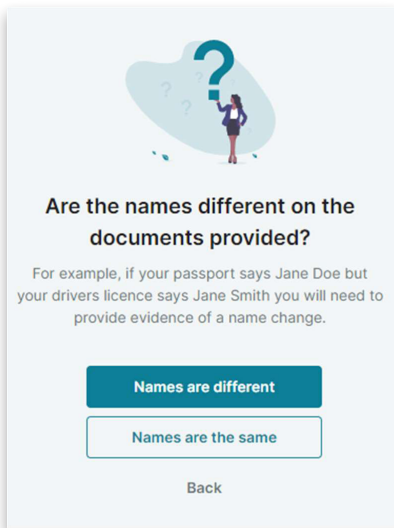
Current Australian Drivers Licence

[+ Add extra document](#)

[Back](#) [Continue](#)

5. Confirm if you need to provide a change of name document

If required, upload the relevant document and click 'Continue'.



Are the names different on the documents provided?

For example, if your passport says Jane Doe but your drivers licence says Jane Smith you will need to provide evidence of a name change.

Names are different

Names are the same

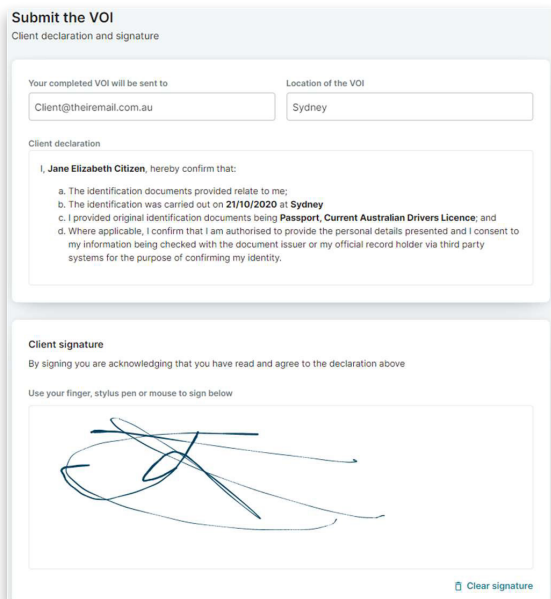
[Back](#)

6. Review your documents.

Click the tick box to confirm the details are correct and click 'Continue'. If any information requires changing, click the edit button and make the required changes.

7. Sign the verification

You are required to sign the verification and acknowledge the declaration.



Submit the VOI
Client declaration and signature

Your completed VOI will be sent to Location of the VOI

Client declaration

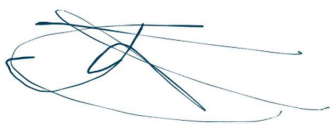
I, **Jane Elizabeth Citizen**, hereby confirm that:

- a. The identification documents provided relate to me;
- b. The identification was carried out on **21/10/2020** at **Sydney**
- c. I provided original identification documents being **Passport, Current Australian Drivers Licence**; and
- d. Where applicable, I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or my official record holder via third party systems for the purpose of confirming my identity.

Client signature

By signing you are acknowledging that you have read and agree to the declaration above

Use your finger, stylus pen or mouse to sign below



[Clear signature](#)

8. Click 'Submit VOI'