

## **PRACTICE NOTE 1 OF 2022 – PERSONAL APPLICANTS**

This Practice Note is issued on 12 September 2022 under Rules 4A, 5(8), 5(11) and 5 (12) and takes effect on 12 September 2022

1. This Practice Note is to take effect for all personal applications lodged on CourtSA on and after 12 September 2022
2. Practice Note 1 of 2019 is revoked.
3. Compliance with Rule 7(1) is dispensed with. A personal applicant shall not attend before the Registrar in person, but lodge an application for a grant through the CourtSA website.
4. Compliance with Rule 7(6), 7(8), 7(9) and 7(11) is dispensed with. A personal applicant shall comply with the following requirements.
  - a. A personal applicant shall lodge, in addition to all other documents required for a grant, a Certificate of Identity in the applicable form attached to this Practice Note certified by an Authorised Person.
  - b. The following persons are an “Authorised Person” for the purposes of this Practice Note:
    - i. a Commissioner for Taking Affidavits in the Supreme Court of South Australia; or
    - ii. a person duly authorised to administer oaths in any State or Territory of Australia; or
    - iii. a Judicial Registrar, Registrar or Deputy Registrar of the Supreme Court, the District Court, the Environment, Resources and Development Court and the Magistrates Court within South Australia, or
    - iv. a Justice of the Peace in and for the State of South Australia, or
    - v. a Justice of the Peace in and for a State or Territory of the Commonwealth of Australia and a person duly authorised to administer oaths in that State or Territory.
  - c. The Certificate of Identity may only be certified by an Authorised Person upon him or her being satisfied of the identity of the applicant by completing the 100-point proof of identification as contained within the Schedule attached to this Practice Note.

- d. The original testamentary paper or papers sought to be admitted to proof shall be marked on the back of such paper or papers by:
    - i. the name and signature of the applicant(s); and
    - ii. the name and signature of the Authorised Person who completed the Certificate of Identity; and
    - iii. the position or authority of the Authorised Person to administer oaths in the place where the marking took place; and
    - iv. the location where the marking took place; and
    - v. the date on which the marking is made.
  - e. If there is more than one applicant for a grant, each applicant must lodge a separate Certificate of Identity certified by an Authorised Person in accordance with this Practice Note.
5. The Registrar shall have the power to dispense with the requirements of this Practice Note.

**Documentation required to meet the 100 point proof of identity (ID)**

Provide:

- at least one original ID document from Category A
- the rest of the documentation: all from Category A or from Category A and Category B
- at least one document that includes your signature/photograph
- documents with a current residential address
- ID in one name

We do not accept

- passports cancelled or expired more than two years ago
- document with a post box address as current address
- more than one bank card/statement per financial institution.

**Category A - Primary documents**

Document	Explanation	Points Value
Australian Passport	A current Australian passport in your name/former name. Cannot accept expired passports more than two years ago.	70
International Passport	Current passport issued by a country other than Australia, with a valid entry stamp or visa. Cannot accept expired passports more than two years ago.	70
Australian Birth Certificate	Full Australian birth certificate issued in your name/former name by the Registrar of Births, Deaths and Marriages. Cannot accept birth extracts or birth cards.	70
Australian Citizenship Certificate	Australian citizenship certificate or citizen by descent certificate issued in your name/former name.	70
Australian Visa (including copy of overseas passport)	Australian visa document must be current and you must supply a copy of the visa and the overseas passport associated with the visa, showing your name and passport number.	70
<b>Category B- Secondary documents</b>		
Australian Driver's licence	Current state or territory driver licence, learner permit or provisional licence showing signature and/or photo and same name as the person. Cannot accept expired, cancelled or suspended licences.	40
Australian Photo Firearm Licence	Current shooter or firearm licence showing signature and/or photo and same name as claim Cannot accept minor or junior permit and licence	40
State or Federal Government Employee photo identity card	Current state or territory or Australian government photo Identity card issued in your name. Cannot accept expired cards.	40
Tertiary education institution photo identity card	Current student identification card with your photo, issued from an Australian Government accredited education authority. Cannot accept expired cards.	40
Department of Veteran's	Current Department of Veteran's Affairs Card issued in your	40

Affairs Card	name. Cannot accept expired cards.	
Centrelink or Social Security Card	Current Centrelink or Social Security Card issued in your name. Cannot accept expired cards.	40
Proof of Age Card	Current proof of age or photo identify card issued by a government agency in your name with photo and/or signature. Cannot accept expired cards.	40
Certificate of identity (COI)	Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia in your name/former name.	40
Document of Identity (DFAT)	Document of Identity issued by the Department of Foreign Affairs and Trade (DFAT) to Australian citizens or persons who possess the nationality of a Commonwealth country for travel purposes in your name/former name.	40
Medicare Card	Current Australian Government issued Medicare Card issued in your name. Cannot accept expired cards	25
Council Rates Notice	A paid rates notice in your name and showing the same address as provided in your application to the department. Cannot accept unpaid rates notices.	25
Property Lease/Rental Agreement	Legally drawn property/insurance papers for an Australian residence in your name/former name.	25
Motor Vehicle/Registration Documents	Current motor vehicle registration showing your name, same address as provided in your application to the department and proof of payment. Cannot accept expired motor vehicle/registration documents.	25
Professional or Trade Association Card	Current professional or trade association card issued by an authorised regulatory/licencing body within that particular profession or trade. This should be issued in the same name as provided in your application to the department.	25
Utility bills	A paid utility account (e.g. gas, water, electricity of phone) in your name and showing receipt number and same address as provided in your application to the department, less than 12 months old.	25
Credit/Account Card	Current credit card showing your name and signature. Cannot accept cards issued by organisations other than banks, credit unions or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial institutions outside of Australia.	25
Bank Statement/Passbook	Current ATM or debit card showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (if applicable) as provided in your application submitted to the department.	25