

Parent ID Signature Verification Instructions

[More visa information via the Department of Home Affairs](#)

[More Under-18 information](#)

[RMIT's Child Safety Statement of Commitment](#)

Instructions for Agents

If a parent does not have a passport, an alternative photo ID card can be used.

1. Agent makes photocopy of parent's valid photo ID
2. Parent signs normal signature beside the photo
3. Agent writes on the same copy:
"Signature witnessed by (staff member name & agency name) on dd/mm/yyyy date."
4. Agent scans this verified document and includes in the Welfare Request Form.

The name on the verified ID must match the parent's name on the Under 18 Student Welfare Approval Form. Please see the example blow.

Instructions for Parents

If you are applying without the help of an agent:

1. Parent makes photocopy of valid photo ID
2. Parent signs normal signature beside the photo
3. Public Notary or equivalent to verifies the copy by writing:
"Signature witnessed by (name) on dd/mm/yyyy date."
4. Parent scans this verified document attaches to the Welfare Request Form.

The name on the verified ID must match the parent's name on the Under 18 Student Welfare Approval Form. Please see the example blow.



Xiaodong YUE

Signature witnessed by Jeffrey Zhang at IDP Beijing
01/10/2018

↑
Date

↑
Staff member's name

↑
Agency