

Physical Verification



QUICK REFERENCE GUIDE



Identification

Signed and in date.

Identification documentation is required to be certified.

Choose **ONE** of the identification sets:

OPTION 1

One form of ID:

- New Zealand or Australian driver licence
- New Zealand firearms licence
- Passport
- National ID card

OPTION 2

One form of primary non-photo ID:

- New Zealand full birth certificate
- Certificate of New Zealand citizenship
- Overseas birth certificate

Plus, one form of secondary photo ID:

- New Zealand Defence Photo ID
- Police Photo ID
- 18+ Card
- International Driving Permit

Proof of Address

Certified and dated within the last 12 months.

Physical address, **NOT** a PO Box.

- Utility bill
- Letter from a government agent
- Insurance policy or renewal

Note: a bank statement is not accepted as proof of address

Certification

- The trusted referee must sight the original documentary identification and make a statement to the effect that the documents provided are a true copy and represent the identity of the named individual.
- Certification must include the name, signature and the date of certification.
- The trusted referee must specify their capacity to act as a trusted referee.
- Certification must have been carried out in the last 3 months preceding the presentation of the copied documents.

New Zealand Referees

A trusted referee must be at least 16 years of age and one of the following:

- Commonwealth representative (as defined in the Oaths and Declarations Act 1957)
- Member of the police
- Justice of the peace
- Registered medical doctor
- Verified Kaumatua
- Registered teacher
- Minister of religion
- Lawyer (as defined in the Lawyers and Conveyancers Act 2006)
- Notary public
- New Zealand Honorary consul
- Member of Parliament
- Chartered accountant (with the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996)
- A person who has the legal authority to take statutory declarations or the equivalent in New Zealand

Certification Overseas

When certification occurs overseas, certification must be carried out by a person authorised by law in that country to take statutory declarations or equivalent in the customer's country of residence. In addition, the trusted referee must not be:

1. related to the customer; eg. parent, child, brother, etc
2. the spouse or partner of the customer
3. a person who lives at the same address as the customer
4. a person involved in the transaction or business involving the certification

Electronic Verification



QUICK REFERENCE GUIDE



Identification

Signed and in date.

- New Zealand or Australian passport
- New Zealand or Australian driver licence



Proof of Address

Dated within the last 12 months.

Physical address, **NOT** a PO Box.

- Utility bill
- Letter from a government agent
- Insurance policy or renewal

Note: a bank statement is not accepted as proof of address



Biometric Check

Completed via third party provider

- An SMS or email link will be sent to you
- Take a photo of your ID and of yourself