

Verifying identity and certifying documents

Important information

- We require the following three certified items to verify your identity. If we require additional items, we will contact you.
 - The verification of identity section of this form (on page 2), completed and signed by the person certifying your identity.
 - The identification pages of your current passport or New Zealand driver's license.
 - A colour passport-size photograph of you.
- Page 3 contains information on who can verify your identity and certify your documents.
- All documents verifying your identity must be certified by the same person.

Requirements for your passport or New Zealand driver's licence

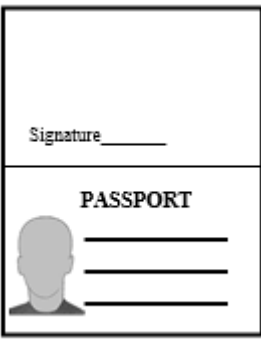
Please attach certified copies of the identification pages of your current passport, including the photo and signature pages.

What is a certified copy?

You are required to take your original passport and a photocopy of the photo and signature pages to a certifying officer (refer page 3).

The certifying officer must:

- view the original passport
- make a statement on the photocopied page/s to the effect of “**I have sighted the original document and the copy provided is a true copy of the original**” followed by their name, title, signature and date as shown below
- include their witness seal/stamp if they have one.

	I have sighted the original document and the copy provided is a true copy of the original
	Signature _____
	Name, Title _____
	Date DD-MM-YYYY
	[Stamp]

Please note, the certification needs to appear on the same side as the photocopied information. We will not be able to accept it if the certification is on the back of the photocopy.

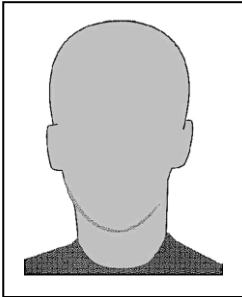
If you are a New Zealand citizen, you may provide a certified copy of both sides of your current New Zealand driver's licence in place of the identification pages of your passport.

Requirements for your photograph

Please attach a certified colour passport-size photograph of you. The photograph must be less than three months old.

The photo should be certified on the back as shown below and must include:

- the following statement: **"I certify that this is a true likeness of [applicant's full name]."**
- signature of the certifying officer
- clearly printed full name of the certifying officer
- date of certification.

FRONT	BACK	
	<p>I certify that this is a true likeness of [insert applicant's full name].</p> <p>Signature of certifying officer</p> <p>Printed full name of certifying officer</p> <p>Date</p>	<p>Attach 1 certified passport photo here.</p>

Verification of identity section – must be completed and signed by the person certifying your documents

I, _____

(full name of certifying officer) confirm that I have compared the passport size photograph provided and the photograph in the applicant's identification document, being:

Identification document (select one)

Passport number

Date of expiry (DD-MM-YYYY):

New Zealand driver's licence number

Date of expiry (DD-MM-YYYY):

with the applicant before me and, that in my opinion, it is a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the identification relates.

Signed _____

Date ____/____/____
Day Month Year

Title _____

Who can verify your identity and certify your documents?

The person certifying your documents (the “certifying officer”) must be authorised by the law where you live to administer an oath for a judicial proceeding.

In New Zealand, the following people are authorised to certify documents:

- Enrolled barrister and solicitor of the High Court of New Zealand
- Justice of the Peace
- Notary Public
- Court Registrar or Deputy Registrar
- Member of Parliament.

In other Commonwealth countries, the following people are authorised to certify documents:

- Solicitor of the High Court of New Zealand
- Justice of the Peace
- Notary Public
- Commissioner of Oaths
- Judge
- Commonwealth representative*
- Other person authorised by the law of your country to administer an oath there for the purpose of a judicial proceeding. Provide evidence of their authority.

In non-Commonwealth countries, the following people are authorised to certify documents:

- Solicitor of the High Court of New Zealand
- Judge
- Notary Public
- Commonwealth representative*.

* A Commonwealth representative includes any Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d’Affaires, Head of Mission, Consular Officer, Pro-consul, Trade Commissioner, or Tourist Commissioner of any Commonwealth country and also includes any diplomatic secretary on the staff of any such Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d’Affaires, or Head of Mission.