

# Guide to verification and certification of identity documents

Member	Adults 18 or over	Minors 16 and 17	Minors 16 and 17	Minors under 16	Minors under 16
Scenario	New to KiwiSaver or transfer to Booster KiwiSaver Scheme	New to KiwiSaver	Transfer to Booster KiwiSaver Scheme	New to KiwiSaver	Transfer to Booster KiwiSaver Scheme
Signature Required	Applicant only	Applicant and one parent/guardian or two guardians	Applicant or one parent/guardian and evidence of KiwiSaver Scheme	Both parents and/or all guardians	One parent/guardian and evidence of KiwiSaver Scheme
ID Required	Verified copy of Option 1 or 2 or 3 and proof of address	Applicant (minor): A verified copy of Birth Certificate For all parents or guardians that have signed the application form: Verified copy of Option 1 or 2 or 3 and proof of address			

## Option 1

**One** form of the following primary photographic identification:

- New Zealand passport (that includes the person's name)
- New Zealand firearms licence
- Passport issued by a foreign government (including the name, date of birth, photograph, New Zealand visa and signature of the person)

## Option 2

**One** form of the following primary non photographic identification:

- New Zealand full birth certificate
- Certificate of New Zealand citizenship
- Birth certificate issued by a foreign government, the United Nations or an agency of the United Nations

**Plus one** form of the following secondary or supporting form of photographic identification:

- New Zealand driver licence (that includes the person's name and signature)
- 18+ Card
- Valid International driving permit (that includes the person's name and signature)

## Option 3

New Zealand driver licence (that includes the person's name and signature)

**Plus one** of the following:

- Credit, debit or eftpos card, that includes the person's name and signature (any numbers on the front and back of the card should be redacted)
- A bank statement issued to the person that is not more than 12 months old issued by a registered bank
- Super Gold Card (that includes the person's name and signature)
- A statement from a government department issued to the person that is not more than 12 months old

## Proof of Residential Address

Provide a verified/certified photocopy of one of the following, issued and dated within the last 6 months, showing your current residential address:

- Utility letter
- Rates bill
- Bank account statement
- Government agency statement (e.g. Inland Revenue)
- a print out from [www.whitepages.co.nz](http://www.whitepages.co.nz) or a print out from a bank confirming name and address (stamped by the bank).

## Verification of identity documents

All copies of identification must be current and either certified by an 'AML Trusted Referee' or verified by an authorised agent of Booster. Verified copies must be legible and all photos must be clear. Verification is valid for three months.

The certifier/verifier must view the original document and compare it with the copy. The certifier/verifier can then sign and date the copy and print their name, occupation and a statement as follows:

"I verify that this is a true copy of the original document sighted by me today and represents the identity of the named individual".

### Persons able to certify documents

- Chartered Accountant
- Registered medical doctor
- Registered teacher
- Kaumatua
- Member of the Police
- An NZ Honorary Consul
- Minister of Religion
- A person who has legal authority to take statutory declarations in New Zealand

### Persons able to certify documents and witness statutory declarations

- Lawyer
- Justice of the Peace
- Notary Public
- Member of Parliament

A certifier cannot:

- be related to you (e.g. be your parent, child, brother, sister, uncle, aunty, cousin)
- be your spouse or partner
- live at the same address as you
- certify their own documents