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How to Verify Identity Documents for Police Vets

1. The student/ employee/ potential employee must provide original copies of the documents they are using to prove their identity. A current Playcentre employee must sight each original ID document. All ID documents must be <u>current</u>.

    * If a Playcentre employee is not available, a Person Responsible at a centre may verify the documents.

2. A copy is then taken –

If photocopied, the verifier can write on the copy

If scanned or a photo, please use an editing programme to write on the scan/ photo.

The verifier needs to include (in any order):

- Their name (printed)
- Their signature
- The date of verification
- The following words; "I verify that this is a true copy of the original document that I have sighted".



Notes:

- If the Driver Licence does not have an expiry date on the front, a verified copy of the back of the licence is also required.
- If the name on all ID documents does not match, an original document supporting the name change must be provided and verified.
- A marriage certificate is the document issued by the Department of Births, Deaths & Marriages, and includes a Registration number.
- A birth certificate must be issued on or after 1 January 1998 to be considered valid as a Primary document.
- ID documents details need to be clear and legible.

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ID Requirements

One form of identification must be primary, and one must be secondary. These must be current and not expired. At least **one** ID document must have a photo.

Primary ID

- NZ passport
- Overseas passport (may include INZ visa or permit. Visa itself is not valid ID)
- NZ emergency travel document
- NZ refugee travel document
- NZ certificate of identity (issued under the Passports Act 1992 to non-NZ citizens who cannot obtain a passport from their country of origin)
- NZ certificate of identity (issued under the Immigration Act 1987 to people who have refugee status)
- NZ firearms licence
- NZ full birth certificate (issued on or after 1 January 1998 & that carries a unique identification number)
- NZ citizenship certificate

Secondary ID

- NZ Driver Licence (including back of licence if expiry date is not shown on the front)
- Kiwi Access Card (previously known as 18+ card)
- Community Services card
- SuperGold Card
- Veteran SuperGold Card
- NZ student ID card
- NZ employee photo ID card
- NZ electoral roll record
- Inland Revenue number
- NZ issued utility bill (not issued more than 6 months earlier eg. phone, power, internet bill etc)
- Steps to Freedom form

Supporting name change documents

- NZ full birth certificate (issued for purpose)
- NZ marriage certificate (particulars of marriage form is not valid)
- Change of name by statutory declaration
- Change of name by deed poll
- NZ name change certificate
- NZ civil union certificate
- NZ order dissolving marriage or civil union
- NZ order declaring marriage or civil union void

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Verification of Identity by an Identity Referee

If neither of the primary or secondary identity documents has a photo of the person, the following must be provided:

- The name and contact details of an identity referee
- A photo of the person authenticated by the identity referee

OR

- A statement signed and dated by the identity referee that confirms that the primary identity document relates to that person
- The statement must include the printed name and contact details of the referee

The Identity Referee must meet ALL of the following requirements:

- Have known the person for at least 12 months
- Be at least 16 years of age
- Not be related to the person
- Not be a part of the person's extended family
- Not be a spouse or partner of the person
- Not reside at the same address as the person