

### **Certified ID requirements to complete a Safety Check**

You need to have a certified copy of two forms of ID to complete the Safety Check, one from Category A ID and one from Category B ID (see table below)

- Have both forms of ID certified as true copies of the original documents. This can be done by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.  
To find a Justice of the Peace in your area go to [justiceofthepeace.org.nz](http://justiceofthepeace.org.nz)  
Local libraries can also help
- If neither of the documents you have chosen contains a photograph of you, you will need additional documentation from an Identity Referee (see instructions below).
- Scan or photograph your ID documentation and upload this to your order as described in Step 5 of the ordering instructions above.

Please note:

- I. All ID must be valid/not expired (except passports - may be expired up to two years).
- II. All ID must be in the same name. Unless accompanied by a change of name document.
- III. If neither your category A or B ID documents contains your photograph you will also need documentation from an identity referee (see instructions below).

How to certify copies of your ID:

- Copies of ID can be certified as true copies of the original documents by a lawyer, notary public, Justice of the Peace or court official.
- To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>

Identity Referee:

When your chosen ID documents do not contain a photograph of you, you must provide additional documentation from an Identity Referee. The identity referee must:

- be 16 years of age or older, and
- have known you for at least 12 months

The person who is an identity referee cannot:

- be a relative or a member or part of their extended family group
- be a spouse or partner
- live at the same address

Category A	Must be Issued by
Passport - with Photo	NZ Dept of Internal Affairs - or relevant authority in the country of issue, with a valid visa/permit issued by NZ department of Labour (Immigration)
NZ Full Birth Certificate <i>(only if issued on or after 1 January 1998 and carrying a unique identification number)</i>	NZ Dept of Internal Affairs
NZ Citizenship Certificate	NZ Dept of Internal Affairs
NZ Firearms Licence - with photo	NZ Police
NZ Emergency Travel Document - with photo	NZ Dept of Internal Affairs

Category A	Must be Issued by
NZ Certificate of Identity - with photo	NZ Dept of Internal Affairs or NZ Dept of Labour (Immigration)
NZ Refugee Travel Document - with photo	NZ Dept of Internal Affairs
Category B	Must be Issued by
NZ Driver's Licence	New Zealand Transport Agency
Electoral Roll Registration	Electoral Enrolment Centre of New Zealand Post Limited
Employee Photo ID Card	Must be NZ issued
NZ 18+ Card	Hospitality New Zealand
NZ Community Services Card	NZ Ministry of Social Development
NZ IRD Number Card/Statement	NZ Inland Revenue
NZ SuperGold Card	NZ Ministry of Social Development

Category B	Must be Issued by
NZ Veteran SuperGold Card	NZ Ministry of Social Development
Student ID Photo Card	Must be NZ issued
Utility Bill	Must be NZ issued - within the last 6 months
Change of Name documentation	Must be Issued by
NZ Full Birth Certificate	NZ Dept of Internal Affairs
NZ Marriage Certificate	NZ Dept of Internal Affairs
Change of name by statutory declaration	NZ Dept of Internal Affairs
Change of name by deed poll	NZ Dept of Internal Affairs
NZ Name Change Certificate	NZ Dept of Internal Affairs
NZ Civil Union Certificate	NZ Dept of Internal Affairs

Change of Name documentation	Must be Issued by
NZ order dissolving marriage or civil union	NZ Ministry of Justice
NZ order declaring marriage or civil union void	NZ Ministry of Justice