



VICTORIAN LAWYERS

Your Trusted Legal Experts

Acceptable forms of identification and address verification

QUICK REFERENCE GUIDE

Please provide proof of identification **and** proof of address. See below for acceptable documents:

Please choose from **ONE** of the sets below for evidence of your identification. The documents need to be valid (i.e. not expired).

<p>One form of primary photographic ID</p> <ul style="list-style-type: none"> ▪ NZ passport ▪ NZ certificate of identity ▪ NZ refugee travel document ▪ Emergency travel document ▪ NZ firearms licence ▪ Overseas passport (or similar document) which: <ul style="list-style-type: none"> ○ Contains the name, date of birth, photograph and signature of the passport holder ▪ National ID card 	OR	<p>One form of primary non-photographic ID</p> <ul style="list-style-type: none"> ▪ NZ full birth certificate ▪ NZ citizenship certificate ▪ Overseas citizenship certificate ▪ Overseas birth certificate <p>AND</p> <p>One form of secondary / supporting photographic ID:</p> <ul style="list-style-type: none"> ▪ NZ driver licence ▪ 18+ card or Kiwi Access Card ▪ NZ Defence Force photo ID ▪ NZ Police photo ID ▪ International driving permit 	OR	<p>A NZ driver licence</p> <p>AND</p> <p>One of the following:</p> <ul style="list-style-type: none"> ▪ Bank statement issued by registered bank* ▪ Visa debit card, EFTPOS card, or credit card issued by registered bank containing person's name and signature ▪ SuperGold Card ▪ NZ Defence Force photo ID ▪ NZ Police photo ID ▪ Statement issued by government agency* such as letter from Inland Revenue, electoral roll record
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Provide one of the following documents to proof of address. The document must be dated within the last SIX months and show the residential address.

Cell phone provider statement	Water rates statement	Power statement	Rates statement
Bank statement	Insurance policy documents	Car registration / notification	Signed rental tenancy agreement
Non-bank financial institution statement	Employment payslip	Electoral roll papers	Other – on letterhead, signed and dated (contact us)

*These documents need to have been issued to the person in the 12 months immediately preceding the date of the application.



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DOCUMENT CERTIFICATION

If you are unable to provide the documents to us in person, or only a copy of the original documents can be provided, the documents must be certified.

What is a “certified copy”?

A certified copy is a photocopy of the original document. A person who is authorised to certify documents must sight the original document and the copy to make sure that both documents are identical. The certifier must stamp the document and provide their full name, occupation, and be signed and dated. We are unable to accept a document older than three months.

Photo ID

If the identification has a photo image, the certifier **must** include a statement on the copy of the document: *“I certify this is a true copy of the original document which I have signed and it represents a true likeness of the original.”*

Non-photo ID

If the ID does not have a photo image (e.g. address documents), the certifier must sight the original and state on the copy *“I certify this to be a true copy of the original document which I have sighted.”*

We accept the following person’s as trusted referees who can certify copies of the originals as true and correct copies:

- Justice of the Peace
- NZ Lawyer
- NZ Chartered Accountant
- Member of the NZ Police (service not available at all police stations, check before visiting)
- Notary public

Example of correctly certified proof of ID with photo image:

Please note:

1. We will NOT accept certified copies of documents unless the criteria above is satisfied.
2. Ensure that you include both sides of any double-sided ID document as the document is to contain the person’s full name, signature, and expiry date of the document.



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I, _____ (certifiers full name)
certify this to be a true copy of the original, which I have
sighted, and the photo represents a true likeness of [the person
presenting the document for certification.

Dated the _____ day of _____



_____ (signature)

Designation: Enrolled barrister and solicitor of the High Court of
New Zealand

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EXCEPTION HANDLING PROCEDURE

If you are unable to provide any form of primary or secondary identity documentation (as outlined in Acceptable forms of identification and address verification), the following can apply:

Identity confirmed by a witness who must:

- Know you personally for at least 12-months and be able to vouch for your identity;
- Sign a statutory declaration verifying your identity;
- Provide a government-issued photographic ID, as verification of their own ID; and
- Sign a (recent) photograph of you, verifying it as a true likeness of the client.

If your identity cannot be verified by a witness, we may accept a 'Statutory Declaration of Identity' signed by a Trusted Referee.

Please schedule a meeting with the partner(s) / director(s) of the Firm who will consider your case and whether they will accept the statutory declaration.