

Overseas ID certification

Kiwibank Limited, Private Bag 39888, Wellington 5045

1. Your contact details

Access number (if known)

Contact number

First name(s)

Email address

Last name

2. Identification types and proof of address required

If any document is in a language other than English, please provide a translation to English.

Acceptable forms of primary photo ID:

- Passport (not expired)

ALSO

One of the following proofs of residential address (no more than six months old).

- Bank statement
- Employment agreement
- Government document
- Utilities bill

AND

- Visa (if moving to NZ)

3. Acceptable certifiers

The certifier must not be a relative or live at the same address as you, or be involved in the transaction or business requiring the certification. The certifier must be authorised by law to take statutory declarations (or equivalent) in the country you're in. For example, a lawyer, notary public or accountant.

4. Details of what is required of you and of the certifier (IMPORTANT)

Required of you

- Take original of appropriate form(s) of identification and address, as well as copies of each, to the certifier.
- Ensure the certifier stamps, signs, puts their occupation and dates each copy.
- Ensure the certifier has either written or stamped on the identity document the sentence "[insert applicants name] was present and has a true likeness to the photo in the identification".
- Ensure the certifier completes the contact details section below.
- Provide a translation to English if any document or stamp is in a language other than English.
- Carry out certification in the three months preceding the presentation of copied documents to Kiwibank.

Required of the certifier

- Review and sight both the original and copy.
- Stamp, sign, enter occupation and date each copy if satisfied that the copy is a true copy.
- For the photo ID, either stamp or write the sentence "[insert applicants name] was present and has a true likeness to the photo in the identification".
- Provide a translation to English if any document or stamp is in a language other than English.
- Name the individual being certified below.
- Complete contact details below.

5. Certifier contact details (required) Certifier to complete

Name of individual you are certifying

Occupation

Name of certifier

Position title

Date of completion

Organisation

Email address

6. Checklist

Please check that you've attached the following before you email your documents to Kiwibank:

- ☐ Certified copy of your passport.
- ☐ Certified copy of proof of address.
- ☐ Copy of your relevant Resident Visa, Student Visa or Work Visa eg Working Holiday Visa (if moving to New Zealand).

Also check that:

- ☐ The certifier has written or stamped the sentence "[insert applicants name] was present and has a true likeness to the photo in the identification".
- ☐ Provided a translation to English if any document or stamp is in a language other than English.
- ☐ Certification of documents is no more than three months old.

Once you have checked the above, email your documents to the Kiwibank representative or email address you've been provided with.