

# ACCEPTABLE FORMS OF IDENTIFICATION AND ADDRESS VERIFICATION

## QUICK REFERENCE GUIDE

We accept the following documents as proof of identity and address:

Please choose from one of the options below for evidence of your identity. Photo ID must be current i.e. not expired.

<p><b>One form of primary photo ID</b></p> <ul style="list-style-type: none"> <li>• New Zealand passport</li> <li>• New Zealand certificate of identity</li> <li>• New Zealand refugee travel documentation</li> <li>• Emergency travel document</li> <li>• New Zealand firearms licence</li> <li>• Signed overseas passport</li> <li>• National ID card.</li> </ul>	<b>OR</b>	<p><b>One form of primary non-photo ID</b></p> <ul style="list-style-type: none"> <li>• New Zealand full birth certificate</li> <li>• Certificate of New Zealand citizenship</li> <li>• Overseas citizenship certificate</li> <li>• Overseas birth certificate.</li> </ul> <p><b>AND</b></p> <p><b>One form of secondary photo ID:</b></p> <ul style="list-style-type: none"> <li>• New Zealand driver licence</li> <li>• New Zealand Defence photo ID</li> <li>• Police Photo ID</li> <li>• 18+ card or Kiwi Access Card</li> <li>• International Driving Permit.</li> </ul>	<b>OR</b>	<p><b>A New Zealand driver licence</b></p> <p><b>AND</b></p> <p><b>One of</b></p> <ul style="list-style-type: none"> <li>• New Zealand Defence Photo ID</li> <li>• Police Photo ID</li> <li>• Signed SuperGold Card</li> <li>• A bank statement issued by a registered bank within the last 12 months (cannot be an ANZ statement)*</li> <li>• A statement or document issued by a Central Government Agency or Crown entity addressed to the customer within the last 12 months.</li> </ul>
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Please choose from one of the options below for your proof of address. Document must be dated within the last six months and show your name and current New Zealand residential address.

<ul style="list-style-type: none"> <li>• Utility bill</li> <li>• Non ANZ bank account statement or document<sup>^</sup></li> <li>• Non-bank financial institution statement or document<sup>^</sup></li> <li>• Central Government Agency document e.g. IRD, ACC</li> <li>• Local Council/Government letter</li> <li>• Signed rental tenancy agreement, flatting or sub-letting agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Electoral roll papers</li> <li>• Insurance policy document</li> <li>• Car registration notification/demand</li> <li>• Educational Institution letter from education facility, must be on letterhead paper</li> <li>• Letter from a lawyer or accountant confirming your residential address</li> <li>• Retirement home letter or invoice</li> <li>• Letter or invoice from your general practitioner (GP)</li> </ul>	<ul style="list-style-type: none"> <li>• Short term accommodation letter issued by the accommodation provider (e.g. AirBnB, Hostel, Motel, and Hotel) that includes your name</li> <li>• Letter from employer on company letterhead confirming residential address</li> <li>• <b>Minors</b> <ul style="list-style-type: none"> <li>- Documentation confirming relationship between the minor and parent/guardian</li> </ul> </li> </ul>	<p>e.g. birth certificate, guardianship order; and</p> <p>– Evidence of the minor or parent/guardian's address where the minor lives. By providing these documents, you confirm you have obtained permission from your parent/guardian to use these documents as evidence of your address to help you open your account.</p>
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If you're not able to provide evidence of your permanent residential address in New Zealand, please contact us to discuss.  
If the document is not in English, a translated copy completed by an independent translation agency must be provided at your cost.

\* ANZ bank account statement or document is acceptable for KiwiSaver or Investment Fund requests only.

<sup>^</sup> Acceptable from certain countries, please contact us to confirm.

# CERTIFICATION OF DOCUMENTS

If you are not able to provide the original documents in person, or only a copy of the original documents can be provided, the documents must be certified (or verified by an ANZ Bank staff member, or ANZ Investments approved financial adviser).

## WHAT IS A “CERTIFIED COPY”?

A certified copy is a photocopy of an original document. A person who is authorised to certify documents, must sight the original and copy in person (not via audio visual link) and make sure both documents are identical. Any certified documentation you send to us must include the certifier’s full name, occupation, and be signed and dated by the certifier within the last three months.

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

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

The following persons can certify copies of the originals as true and correct copies:

- New Zealand lawyer
- New Zealand Chartered Accountant
- Notary Public
- Justice of the Peace
- Sworn member of the Police (service not available at all police stations, check before visiting)
- A person who has legal authority to take statutory declarations (or equivalent in New Zealand)
- In addition, the certifier must not be related to you, live at the same address as you, or be involved in the transaction or business requiring the certification.

**Ensure you have both sides of any double sided identification certified, as we need evidence of full name, signature and expiry date.**


## ANZ INVESTMENTS APPROVED FINANCIAL ADVISERS ONLY


If the identification has a photo image, the financial adviser must state on the copy: **“I confirm I have sighted the original and this is a true copy that represents the true likeness of the individual”.**

If the identification does not have a photo image (e.g. residential address documents), the financial adviser must sight the original and state on the copy: **“I confirm I have sighted the original and this is a true copy of the original document”.**

The financial adviser must also include their full name, occupation, signature and date.

## Example of a correctly certified proof of ID with photo image






**I, James Black**

hereby certify that this is a true and correct copy of the original document which I have sighted, and it represents a true likeness of the individual.

Dated the 15<sup>th</sup> day of January 2016



Enrolled barrister and solicitor of the High Court of New Zealand