

# Guide to Identity Documents: Minors (under 18 years old)

## What do we need as proof of the minor's identity?

You need to provide the original for verification, or a certified copy of -

- A current New Zealand Passport
- A current New Zealand Firearms Licence
- Overseas passport or a similar document issued for the purpose of international travel which –
  - contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
  - is issued by a foreign government, the United Nations or an agency of the United Nations.
- A national identity card issued for the purpose of identification, that –
  - contains the name, date of birth and a photograph of the person in whose name the document is issued and their signature or other biometric measure included where relevant; and
  - is issued by a foreign government, the United Nations or an agency of the United Nations.

We are also required to verify that any person holding themselves out as the parent/guardian of the minor has the authority to act on behalf of the minor. In order for us to do this, please provide a certified copy of any of the following documents as applicable:

- Birth Certificate
- Adoption papers
- Guardianship form -
  - Court-Appointed guardian
  - Testamentary guardian
  - Guardianship of the court
- Government department documentation that confirms caregiver/ guardianship

**If we are unable to clearly identify that you are the parent/guardian of the minor and can act on their behalf, we will require additional information to be provided.**

## What do we need as proof of residential address?

We do not need proof of residential address for the minor if they live with their parent or guardian. Where the minor does not live with their parent or guardian, the documents required as proof of address for the minor are listed on the reverse of this document.

## What else is required?

We are also required to verify the identity and address of each of the minor's Parents and/or Guardians. These requirements are outlined on the reverse of this document.

## What do you need to do to set up a direct debit or direct credit to your Forsyth Barr account?

To set up a direct debit we require a completed Authority to Accept Direct Debits.

To set up a direct credit we require your written instruction to do so.

We also require bank account documentation, for example:

- a bank encoded deposit slip with pre-printed details of bank account name and number;
- a cheque;
- a bank statement;
- a verification letter or other document of confirmation provided by your bank.

We are able to pay funds to -

- a bank account in your name;
- the Inland Revenue Department;
- to an accountant's trust account or solicitor's trust account.

*Please turn over*

## Guide to Identity Documents for: Parent and/or Guardians

### What do we need as proof of identity?

You need to provide the original for verification, or a certified copy of:

- A current New Zealand Passport
- A current New Zealand Firearms Licence
- Overseas passport or a similar document issued for the purpose of international travel which –
  - contains the name, date of birth, a photograph and the signature of the person in whose name the document is issued; and
  - is issued by a foreign government, the United Nations or an agency of the United Nations.
- A national identity card issued for the purpose of identification, that:
  - contains the name, date of birth and a photograph of the person in whose name the document is issued and their signature or other biometric measure included where relevant; and
  - is issued by a foreign government, the United Nations or an agency of the United Nations.

If you can't provide any of those forms of identification, you need to provide the **original** for verification or **certified copies** of your current **New Zealand Driver Licence** (showing both sides of the Licence)

### plus ONE of these documents:

- Your Birth Certificate or Citizenship Certificate
- A Government agency document with your full name and signature (e.g. SuperGold Card)
- A Government agency statement dated within the last 12 months (e.g. IRD statement)
- A document issued by a registered bank showing your name and signature (e.g. credit/debit card, eftpos card)
- A bank statement dated within the last 12 months issued by a registered bank (delivered by mail, not via internet banking)

### What do we need as proof of residential address?

We need a copy of **ONE** of these documents, dated **within the last 12 months** with your name and address displayed on it:

- Utility or Rates bill
- Telephone bill (for landline or broadband only, cannot be used for mobile phone)
- Insurance policy
- Signed (by the tenant/s and landlord) tenancy or lease agreement
- Share registry statement
- Credit Card statement
- Bank statement
- Government Agency statement (e.g. IRD Statement)
- Electoral Roll entry
- Online White Pages

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### WHAT IS 'A CERTIFIED COPY' OF A DOCUMENT?

A 'certified copy' of a document is one where a trusted referee has viewed the original document and compared it with a scanned or photocopied version. The trusted referee provides a written

statement on the copy to the effect that the copy provided is a true and correct copy and represents your identity. The trusted referee's written statement must include their name, occupation, and

signature and the date of confirmation. Please note: This confirmation is only valid for three months.

### WHO IS A 'TRUSTED REFEREE'?

#### He or she is someone who:

- is at least 16 years old
- is not your spouse or partner
- is not related to you
- does not live at the same address as you
- is not involved in the business or transaction requiring the certification

#### They must be a:

- Commonwealth representative
- New Zealand Police Constable
- Justice of the Peace
- Registered Medical Doctor
- Registered Teacher
- Minister of Religion
- Lawyer
- Notary Public
- New Zealand Honorary Consul
- Member of Parliament
- Chartered Accountant
- Kaumātua (both Koroua and Kuia)