

# Guide to Identity Documents for: Individuals

## What do we need as proof of identity?

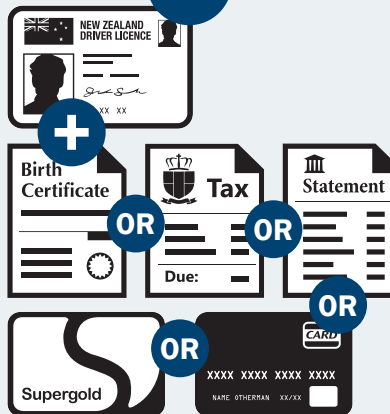
You need to provide the **original** for verification, or an **original certified copy** of a document that has your **full name, date of birth, signature, and photograph** on it, such as:

- A current Passport
- A foreign National Identity Card
- A current New Zealand Firearms Licence\*



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

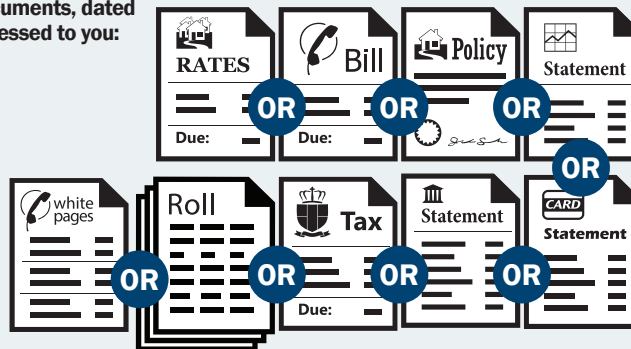
- Your Birth Certificate or Citizenship Certificate
- A Government agency document with your full name and signature (e.g. SuperGold Card)
- A Government agency statement dated within the last 12 months (e.g. IRD statement)
- A document issued by a registered bank showing your name and signature (e.g. 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 and addressed to you**:

- Utility or Rates bill
- Telephone bill
- Insurance policy
- Share registry statement
- Credit Card statement
- Bank statement
- Government Agency statement (e.g. IRD Statement)
- Electoral Roll entry
- Online White Pages



If you have already supplied a Bank statement or Government Agency statement as proof of identity, you don't need to supply it again.

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

To set this up for you, we require **original** bank account documentation in your name, 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



## What is 'an original certified copy' of a document?

An 'original 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
- Kaumatua

\* **Firearms Licence:** If you provide us with a certified copy of a Firearms Licence, please also provide a certified copy of a NZ Driver Licence or card issued by a registered bank showing your name and signature in order for us to verify your signature on your Client Agreement.