

# Proving your identity

If you're opening a new Kiwi Wealth KiwiSaver Scheme member account we'll need to confirm your identity and your address.

Usually we can do this over the phone. Just give our friendly Customer Services Team a call on 0800 427 384 and have either your New Zealand driver's licence or New Zealand passport handy, as you'll need to provide some info from one of these documents to verify who you are.

However, if we aren't able to do this over the phone, then we'll need to see some physical copies of your ID documents, which will also have to be certified or verified.

Below, we outline which different documents you can use to confirm your identity and address and how to get them verified/certified.

## STEP 1: Confirming your identity

You can provide **EITHER**:

- your current passport, OR
- your current Firearms Licence.

**Don't have these?** What else you can provide...

Your New Zealand Driver Licence **AND** one of the following:

- both sides of a bank credit, debit or eftpos card that contains your name and signature; **OR**
- a bank statement (dated within the last twelve months); **OR**
- statement from a government agency (dated within the last twelve months)

**Don't have these either?** What else you can provide...

Your birth certificate **AND** one of the following:

- both sides of your 18+ card; **OR**
- your current New Zealand Driver Licence

Don't have any of the above? You'll need to give us a call on 0800 427 384 to talk about your options.

**Please do not post original ID documents** – see Step 3: Getting your document verified/certified

### Under 18?

If you're under 18, please **ALSO** provide a certified copy of a birth certificate (if it has not already been provided as one of your forms of ID above).

All parents/guardians who apply on behalf of a person aged under 18 must also provide their certified identification and proof of address.

## STEP 2: Confirming your address

You'll also need to provide **EITHER** an original **OR** a certified photocopy of a document printed with your name and residential address that's dated in the last twelve months. This could be a:

- utility bill; **OR**
- bank statement from a New Zealand bank.

### Under 18?

If you're under 18 please provide a certified photocopy of your parents/guardians residential address.

All parents/guardians who apply on behalf of a person aged under 18 must also verify their address as outlined above.

## STEP 3: Getting your documents verified/certified

Please do not post original ID documents.

### Verification

If you can come into a [Kiwibank branch](#) (nationwide) during office hours with your original ID documents, we can verify them in person.

### Certification

If you can't bring in your original ID to a Kiwibank branch, you'll need to post us a **certified photocopy** of your ID documents. This means the photocopy must be certified as a true and correct copy of the original by a "trusted referee" such as a Solicitor, Justice of the Peace, or Notary Public.

A Solicitor, a Justice of the Peace or a Notary Public, can all certify copies of your ID, provided they sight the original versions of these documents. An employee of the Police who holds the office of Constable or member of Parliament can also certify your ID documents.

A Justice of the Peace (JP) is someone of good standing in the community who has been nominated to be a JP by their member of Parliament. Their services are free. You can find a JP on the [Royal Federation of New Zealand Justices' Association Inc website](#) or you can look them up in the phonebook.

A Notary Public is a qualified, experienced solicitor who has taken an oath of office. There is usually a charge for their services. You can find a Notary Public on the [New Zealand Society of Notaries website](#).

### Who can certify your documents?

Whoever certifies your documents must not be:

- related to you;
- your spouse or partner;
- someone who lives at the same address as you;
- involved in the transaction or business requiring the certification.

### What does certification involve?

You will need to take a photocopy of your ID documents as well as the original ID documents to the trusted referee. The certifier will then state on the photocopied version that the documents provided are a true copy and represent the identity of the named individual e.g. "I certify this to be a

true copy of the original and to represent the identity of [name of member]".

Certification must include the name, occupation and signature of the trusted referee and the date of certification. Certification must have been carried out in the three months preceding presentation of the certified documents. Here's an example of how this could look:

**I certify this to be a true copy of the original and to represent the identity of [name of member]**

**Signature:**

**Name:**

**Authority:**

**Date:**

If you are sending a photocopy of a bank card or an 18+ card, **BOTH SIDES** of the card must be copied and certified.

If you're wondering why we need all this proof, it's nothing personal! We are required to verify your identity and address by the Anti-Money Laundering and Countering Financing of Terrorism Act 2009. This Act also applies to other KiwiSaver providers, banks and most financial institutions.