

# Identification Requirements - Individuals

To assist with setting up a new banking relationship or opening a new account for you, we're required by Law\* to collect information from you which includes proof of your identity and verification of your residential address.

**Your ID should be current and original (or certified copy - see below)**

ANY ONE OF (STANDALONE)	OR	NEW ZEALAND DRIVER LICENCE	OR	ONE OF
<ul style="list-style-type: none"> <li>✓ NZ Passport</li> <li>✓ NZ Firearms Licence</li> <li>✓ Signed Overseas Passport</li> <li>✓ NZ Certificate of Identity</li> </ul>		<p><b>WITH ONE OF</b></p> <ul style="list-style-type: none"> <li>✓ Signed Supergold Card</li> <li>✓ Non NBS Debit/EFTPOS or Credit Card issued by a NZ Registered Bank (with matching signature and embossed name)</li> <li>✓ NZ Community Services Card</li> <li>✓ NZ Bank Statement issued within the last 12 months (not NBS issued)</li> <li>✓ A statement or document issued by a Central Government agency issued within the last 12 months</li> </ul>		<ul style="list-style-type: none"> <li>✓ NZ Driver Licence</li> <li>✓ Kiwi Access or HANZ 18+ Card</li> <li>✓ Signed Supergold Card with photo</li> <li>✓ NZ Student photo ID</li> <li>✓ Valid and current international driving permit/licence</li> </ul> <p><b>WITH ONE OF</b></p> <ul style="list-style-type: none"> <li>✓ Birth Certificate (NZ or overseas)</li> <li>✓ NZ Armed Forces photo ID</li> <li>✓ NZ Police photo ID</li> <li>✓ Certificate of Citizenship (NZ or overseas)</li> </ul>

## Proof of Residential Address

Please choose from one of the acceptable forms of address verification below. All forms must reference your name and current residential address, be a complete document & be issued within the last 12 months.

- Utility bill (power, fixed phone line, gas) (excludes mobile phone)
- Rates bill
- Residential tenancy agreement
- Electronic White Pages
- Other Bank or Non-Bank NZ Financial institution account statement or correspondence (not NBS issued)
- Government issued document (e.g. WINZ, IRD)
- Rest/Retirement Home statement or correspondence
- Sales and Purchase Agreement
- Vehicle Registration issued by NZTA
- Insurance policy (dwelling and contents). Vehicle policy is acceptable only if it the situation address of the vehicle is the residential address
- Companies Office records (If Annual Return filed within 12 months)
- Driver Licence containing current residential address (this must be current/not expired) driver licence from NZ, Australia or the United Kingdom
- Electoral office document
- Correspondence from employer on company letterhead confirming residential address
- Correspondence from qualifying NZ educational institution on letterhead

## Certification of Documents

All identification and address verification documents must be sighted and certified by NBS Staff or one of the following approved persons:

Justice of the Peace | NZ Police employee | NZ Lawyer/Solicitor | Notary Public | NZ Chartered Accountant

### Certification Standards:

- The person authorised to certify the documents must sight the original documentary identification and make a statement to the effect that the documents provided are a true copy and represent the identity of the named individual (true likeness where photo ID is used)
- The person certifying the documents must be 16 years old or older and cannot be related to you, your spouse or partner or a person who lives at the same address as you and must not be a party to the account or transaction
- Certification must include their printed name, occupation, signature and date of certification. Where possible the document should be stamped or sealed noting the authority of that person (i.e. Justice of the Peace stamp, Police stamp)
- Certification must be signed and dated by the certifier within 3-months prior to presentation of the copied documents to NBS
- NBS staff reserve the right to contact the certifier to confirm that certification took place
- Copies of identification provided by a client residing overseas must be certified by a person who by law in that country can take statutory declarations or equivalent. Refer to NBS for further guidance