Appendix A: Evidence of Identity

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Vulnerable Children Act Regulations 2015.

In order to confirm the identity of the applicant, **two forms** of ID must be sighted one primary and one secondary, one of which must be photographic.

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| --- | --- |
| Primary IDs include: | * Passport (NZ or Overseas)
* NZ Firearms Licence
* NZ Full Birth Certificate (issued on or after 1 January 1998)[[1]](#footnote-1)
* NZ Citizenship Certificate
* NZ Refugee Travel Document
* NZ Emergency Travel Document
* NZ Certificate of Identity
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| **Secondary IDs include:** | * NZ Driver Licence
* 18+ Card
* NZ Full Birth Certificate (issued before 1998)
* Community Services Card
* SuperGold Card
* NZ Employee Photo Identification Card
* NZ Student Photo Identification Card
* Inland Revenue number
* NZ issued utility bill (issued not more than six months earlier)
* NZ Electoral Roll Record
* International Driving Permit
* Steps to Freedom Form
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Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

 **Evidence of a name change**

If the two identity documents have different names (e.g. a birth certificate contains the applicant’s maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

 **The Guide to completing the Consent Form can be found** [here](http://www.police.govt.nz/sites/default/files/publications/user-guide-to-pvs-vetting-request-consent-form.pdf)

1. The Vulnerable Children Regulations 2015 states that a NZ Birth Certificate may only be used as a Primary identity document if issued on or after the 1st of January 1998 and carrying a unique identification number. Click [here](https://www.govt.nz/browse/nz-passports-and-citizenship/proving-and-protecting-your-identity/order-a-birth-certificate/) to order a new New Zealand Birth Certificate. [↑](#footnote-ref-1)