

## 1.12 Evidence of identity (to be completed by agency representative or identity referee)

The purpose of this section is to confirm the identity of the person being vetted to ensure the right person is being vetted. This standard is based on identity confirmation requirements set out in the Children's Regulations 2015.

To confirm the identity of the person being vetted, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

### Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on/after 1998\*)
- NZ Citizen Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

\*The Children's Regulations 2015 states that a NZ Birth Certificate may only be used as a Primary identity document if issued on or after the 1<sup>st</sup> of January 1998 and carrying a unique identification number.

### Secondary IDs include:

- NZ Drivers 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 within 6 months)
- NZ Teachers Registration Certificate
- NZ Electoral Roll Record
- International Driving Permit
- Steps to Freedom Form

Current identity documents are preferred, but documents that have expired within the past 5 years may be accepted. If the applicant (person being vetted) cannot provide all the forms of ID you require, we recommend the applicant supplies multiple forms of secondary ID or other documentation to assist you in making an accurate judgement of their identity.

Ultimately, the onus is placed on the requesting agency to confirm the ID of the individual being vetted. As such, if you feel comfortable with the applicant's identity, given the documents provided, you may submit the vetting request.

It is the responsibility of your agency to ensure you are meeting any legal obligations regarding evidence of ID. For example, the Identity Confirmations sections within the [Children's Regulations 2015](#).

### Evidence of a Name Change

If the two identity documents provided 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.