

Identity Verification Checklist



Select your certified documentation option

*This checklist outlines what documentation is required to meet identification requirements. If you are providing Paraloan with a certified copy of an identification document, please ensure it is certified by a person listed below and that they visually compared the photograph on your identity document to you to establish the likeness and the certified copy must include a statement from the trusted referee to the effect that the document provided represents the identity of the named individual. **The documents must be current and clearly display the expiry date.***

Option 1

One of the following Primary photo forms of ID

- New Zealand Passport
- New Zealand Firearms License
- Overseas Passport

Option 2

One of the following Primary non-photo forms of ID

- New Zealand Birth Certificate
- New Zealand Certificate of Citizenship
- Overseas Birth Certificate

In combination with One secondary or supporting form of photographic Identification

- New Zealand Driver Licence
- Kiwi Access Card / 18+ Card
- New Zealand Defence Photo ID
- International Driving Permit
- SuperGold card (with photograph)
- Total Mobility card

Option 3

- New Zealand Driver Licence

One of the following Primary non-photo forms of ID

- Debit or EFTPOS card containing your name
- Bank statement issued by a registered bank in the last 12 months.
- SuperGold Card
- A statement issued by a government agency e.g. IRD within the last 12 months

- A member of the Police
- Lawyer
- Justice of the Peace

Trusted Referee

- Registered medical Doctor (GP)
- Notary Public
- Registered Chartered Accountant

- Register Teacher
- Minister of religion
- Kaumatua
- Member of Parliament

All certified copies must include the date, name, telephone number, occupation and signature of the person (Trusted Referee) certifying the document. It must be presented within 12 months of certification. The trusted referee must sight the original documentary identification and make a statement to the effect that the documents provided are a true copy and for the photo ID represent the identity of the named individual.

And, one of the following forms of acceptable address verification (not required to be certified)

- Bank account statement
- Legal document
- Utility bill
- Rental tenancy agreement
- Rates bill
- Government Department document

NOTE: If your ID documentation is overseas document(s) or is based on your driver license please also include verified evidence of New Zealand citizenship or permanent New Zealand residency.

Should you have any questions please phone Paraloan on 03 3795983 or email: paraloan@xtra.co.nz
Post certified documents to Paraloan 1/48 Lismore Street, Waltham, Christchurch 8011