

Appendices – Introduction

Appendices A, B and C provide information on:

- ‘primary’ documents that can be used as part of a process for establishing an individual’s identity
- ‘supporting’ documents that can be used to assist in establishing an individual’s identity, where an individual is unable to provide ‘primary’ documents
- change of name, adoption and gender reassignment.

NOTE –

- (1) Only information of relevance to the use of these documents within an EOI process is included. Other aspects of the issue process behind each of the documents/records have been omitted.
- (2) Appendix A outlines the processes and requirements behind *current* documents and data sources, i.e. relevant at the time of publication of this Standard. There may be previous or future versions of documents where processes and requirements differ from this information.

Appendix A – EOI ‘Primary’ documents/records referenced in this Standard

Table A1 provides an overview of documents and the EOI objectives they can be used to satisfy. Documents/records that are used to meet Objective C (presenting person links to identity) MUST be used in conjunction with either in-person or trusted referee verification that the photo in the document is that of the claimant of the identity. Included in Table A1 is a column for documents that can be used to provide evidence of a name change.

Table A 1 – Documents used for Evidence of Identity Processes

Document	Issuing Agency	Objective ⁷					Name Change
		A	B	C	D	E	
New Zealand Passport	Department of Internal Affairs (Identity Services)	√		√			
New Zealand Emergency Travel Document	Department of Internal Affairs (Identity Services)	√		√			
New Zealand Refugee Travel Document	Department of Internal Affairs (Identity Services)	√		√			
New Zealand Certificate of Identity (issued under the Passports Act 1992)	Department of Internal Affairs (Identity Services)	√		√			
New Zealand Certificate of Identity (issued under the Immigration Act 1987)	Department of Labour (Immigration)	√		√			
New Zealand Firearms or Dealer’s Licences	New Zealand Police	√		√			
New Zealand Birth Certificate	Department of Internal Affairs (Identity Services)	√					√
New Zealand Citizenship Certificate	Department of Internal Affairs (Identity Services)	√					
New Zealand Death Certificate	Department of Internal Affairs (Identity Services)		√				
New Zealand Driver Licence	Land Transport New Zealand			√		√	
18+ Card	Hospitality Association of New Zealand			√ ⁸		√	
Community Services Card	Ministry of Social Development					√	

⁷ **A** That the identity exists **B** Identity is living **C** The presenting person links to the identity
D Presenter is sole claimant of the identity **E** Use of the identity in the community

⁸ The witness must not be a relative or part of the family group of the applicant; be a partner of the applicant; or live at the same address as the applicant. The witness must have known the applicant for at least 12 months (or since birth for children less than 12 months); be 16 years or over; and be a holder of a valid New Zealand passport or from one of these groups: lawyer, teacher, minister of religion, police officer, kaumatua, registered medical professional, justice of the peace, applicant’s employer.

Document	Issuing Agency	Objective ⁷					Name Change
		A	B	C	D	E	
Electoral roll record	Enrolment Centre of New Zealand Post					√	
IR Number	Inland Revenue					√	
New Zealand Marriage Certificate	Department of Internal Affairs (Identity Services)						√
New Zealand Civil Union Certificate	Department of Internal Affairs (Identity Services)						√

For each document/record listed in Table A1, details are provided in Appendix A on the following:

Issuing agency	Agency responsible for issuing the document.
Purpose	The purpose of the document.
Information	Details on identity information contained in the document and other non-identity information such as document number and dates of issue and expiry.
Document features	Details about features of the documents, such as security features.
Validity	Period that the document is issued for.
Issuance process	Details about the processes, specifically for evidence of identity, involved in the issue of the document.
Legislation	Enabling legislation, if any, for issue of the document.
Standard fit	Descriptions of EOI objectives that the document can be used for.
Further information	Link to further information available on the Internet.

New Zealand Passport

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	An official government document certifying identity and citizenship and granting permission to travel abroad.
Information	<p>Information about a person contained in a passport includes:</p> <ul style="list-style-type: none"> • first/given name(s) and surname/family name(s) • date of birth • place of birth • gender • photo of individual • nationality. <p>Other information in a passport includes:</p> <ul style="list-style-type: none"> • passport type • issuing state • issuing authority • passport number • dates of issue and expiry.
Document features	<p>The form of the New Zealand passport is governed by an international convention to which New Zealand is a signatory. Currently it is a booklet with a data page, a number of visa pages and a number of security features.</p> <p>Further information about security features contained in the New Zealand passport is available by contacting the Department of Internal Affairs.</p>
Validity	Passports issued from 21 April 2005 have a maximum validity of five years. Passports issued before this date have a maximum validity of ten years.
Issuance process	<p>To legally obtain a New Zealand passport, an applicant must be a New Zealand citizen. First-time applicants must fill out a passport application form and provide evidence of event details, which have occurred in New Zealand such as birth, citizenship, and change of name. Electronic verification against birth and death records occurs as part of the issue process to verify that information provided is genuine.</p> <p>Applicants for a passport renewal must provide their current or expired New Zealand passport and, if applicable, documentation that confirms their change of name (e.g. a Marriage or Civil Union Certificate).</p> <p>A witness who meets specified criteria⁹ must fill out a ‘proof of identity’ section verifying the applicant’s identity. The witness must also provide contact details and certify that the photo provided represents a true likeness of the applicant and is less than 12 months old.</p>

⁹ The witness must not be a relative or part of the family group of the applicant; be a partner of the applicant; or live at the same address as the applicant. The witness must have known the applicant for at least 12 months (or since birth for children less than 12 months); be 16 years or over; and be a holder of a valid New Zealand passport or from one of these groups: lawyer, teacher, minister of religion, police officer, kaumatua, registered medical professional, justice of the peace, applicant’s employer.

Legislation	Passports Act 1992.
Standard fit	<p>A passport can be used to meet the requirements of Objective A (that the identity exists), and in part, Objective C (presenting person links to the identity).</p> <p>A passport provides confirmation of an individual's name and date and place of birth, and what they look like. It also provides confirmation that the individual is a New Zealand citizen.</p> <p>The photo inside the passport enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information inside the passport¹⁰.</p>
Further information	www.govt.nz

¹⁰ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

New Zealand Emergency Travel Document

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	The New Zealand Emergency Travel Document (ETD) is a short-term, machine-readable travel document issued to New Zealand citizens who have previously been issued a New Zealand passport, which is lost, stolen or damaged while overseas, and who need to travel urgently.
Information	<p>Information about a person contained in a ETD includes:</p> <ul style="list-style-type: none"> • first/given name(s) and surname/family name(s) • date of birth • place of birth • gender • photo of individual • nationality. <p>Other information in an ETD includes:</p> <ul style="list-style-type: none"> • ETD type • issuing state • issuing authority • passport number • dates of issue and expiry.
Document features	<p>The form of the ETD is governed by an international convention to which New Zealand is a signatory. Currently it is a booklet with a data page, a number of visa pages and a number of security features.</p> <p>ETDs have been issued from 26 October 2004. The document has been introduced to improve the overall security of New Zealand travel documentation by ensuring New Zealanders overseas have access to a secure and internationally accepted short term emergency travel document. As manual passports¹¹ will no longer be issued, the introduction of the ETD will reduce the number of manual passports (which are less secure) in circulation.</p> <p>Further information about the security features contained in the ETD is available by contacting the Department of Internal Affairs.</p>
Validity	An ETD is valid for up to 12 months.

¹¹ The term manual passport refers to non machine-readable passports.

Issuance process	<p>To obtain an ETD an applicant must be a New Zealand citizen who has previously been issued a New Zealand passport.</p> <p>The process for issue of an ETD is comparable to that for the renewal of a New Zealand passport. This includes proof of identity from a witness, cross-checking against the passport record, and death record checking.</p> <p>As with the passport process, a witness who meets the criteria¹² must fill out a ‘proof of identity’ section certifying the applicant’s identity. They must also provide contact details and certify that the photo represents a true likeness of the applicant and is less than 12 months old.</p> <p>To receive a New Zealand passport, after the issuance of an ETD, an individual must subsequently submit a newly completed passport application.</p>
Legislation	Passports Act 1992.
Standard fit	<p>An ETD can be used to meet the requirements of Objective A (that the identity exists), and in part, Objective C (presenting person links to the identity).</p> <p>An ETD provides confirmation of an individual’s name and date and place of birth, and what they look like. It also provides confirmation that the individual is a New Zealand citizen.</p> <p>The photo inside the ETD enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information inside the ETD¹³.</p>
Further information	www.dia.govt.nz

¹² Criteria: The witness must not be a relative or part of the family group of the applicant; be a partner of the applicant; or live at the same address as the applicant. The witness must have known the applicant for at least 12 months (or since birth for children less than 12 months); be 16 years or over; and have a daily contact telephone number and be available during normal business hours.

¹³ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

New Zealand Refugee Travel Document

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	An official government document, issued to people who are not New Zealand citizens and whose refugee status has been confirmed by the Department of Labour (Immigration), which enables travel abroad.
Information	<p>Information about a person contained in a Refugee Travel Document (RTD) includes:</p> <ul style="list-style-type: none"> • first/given name(s) and surname/family name(s) • date of birth • place of birth • gender • photo of individual • nationality. <p>Other information in an RTD includes:</p> <ul style="list-style-type: none"> • type • issuing state • issuing authority • document number • dates of issue and expiry.
Document features	A booklet with a data page containing identity information about the individual. It is issued in accordance with United Nations protocols.
Validity	An RTD is valid for between one and four years.
Issuance process	<p>Applicants complete an ‘Application for a Certificate of Identity or Refugee Travel Document’. Another person, who meets criteria¹⁴, fills in a ‘Proof of Identity’ section.</p> <p>Department of Internal Affairs staff check that the applicant does not already hold a New Zealand passport and compare information from the Department of Labour (Immigration) with that on the application.</p> <p>Applicants must have proof of refugee status and provide two passport-style photographs and any one of:</p> <ul style="list-style-type: none"> • a Certificate of Identity (from the Department of Labour (Immigration)) • a birth certificate • a passport from their country of origin • the travel document they used to enter New Zealand • a New Zealand Residence Permit/Returning Resident’s Visa/Work Permit or Visitor’s Visa • a letter from the Department of Labour (Immigration) confirming residence or refugee status. <p>Applications are most commonly accompanied by one of the last two options in this list. Identity details are based on information from the Department of Labour (Immigration).</p>

¹⁴ Criteria that must be met are that they have known the individual for more than 12 months; are over 18 years of age; have a daytime contact telephone number; are not a relative; and do not live at the same address as the applicant.

Legislation	Passports Act 1992.
Standard fit	<p>An RTD can be used to meet the requirements of Objective A (that the identity exists), and in part, Objective C (presenting person links to the identity).</p> <p>An RTD provides confirmation of an individual’s name, nationality, date and place of birth, and what they look like. It also provides confirmation that the individual is not a New Zealand citizen and has refugee status.</p> <p>The photo inside the RTD enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information inside the RTD¹⁵.</p>
Further information	www.dia.govt.nz

NOTE – RTDs can be issued solely on the basis of a statutory declaration, without corresponding EOI to reinforce the data. This document, therefore, should not be used on its own to verify the holder’s identity.

¹⁵ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

New Zealand Certificate of Identity (issued under the Passports Act 1992)

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	An official government document, issued to people who are not New Zealand citizens and who are unable to obtain a passport of their own nationality, which enables them to travel abroad.
Information	<p>Information about a person contained in a Certificate of Identity includes:</p> <ul style="list-style-type: none"> • first/given name(s) and surname/family name(s) • date of birth • place of birth • gender • photo of individual • nationality. <p>Other information in a Certificate of Identity includes:</p> <ul style="list-style-type: none"> • type • issuing state • issuing authority • document number • dates of issue and expiry.
Document features	A booklet with a data page containing identity information about the individual. It is issued in accordance with United Nations protocols.
Validity	A Certificate of Identity is valid for between one and four years.
Issuance process	<p>Applicants complete an Application for a Certificate of Identity or Refugee Travel Document. Another person, who meets set criteria¹⁶, fills in a 'Proof of Identity' section.</p> <p>Department of Internal Affairs staff check that the applicant does not already hold a New Zealand passport and compare information from the Department of Labour (Immigration) with that on the application.</p> <p>Applicants must provide two passport-style photographs and any one of:</p> <ul style="list-style-type: none"> • a Certificate of Identity (from the Department of Labour (Immigration)) • a birth certificate • a passport from their country of origin • the travel document they used to enter New Zealand • a New Zealand Residence Permit/Returning Resident's Visa/Work Permit or Visitor's Visa • a letter from the Department of Labour (Immigration) confirming residence or refugee status. <p>Applications are most commonly accompanied by one of the last two options in this list. Identity details are based on information from the Department of Labour (Immigration).</p>
Legislation	Passports Act 1992.

¹⁶ Criteria that must be met are that they have known the individual for more than 12 months; are over 18 years of age; have a daytime contact telephone number; are not a relative; and do not live at the same address as the applicant.

Standard fit	<p>A Certificate of Identity can be used to meet the requirements of Objective A (that the identity exists), and in part, Objective C (presenting person links to the identity).</p> <p>A Certificate of Identity provides confirmation of an individual’s name, nationality, date and place of birth, and what they look like. It also provides confirmation that the individual is not a New Zealand citizen.</p> <p>The photo inside the Certificate of Identity enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information inside the Certificate of Identity¹⁷.</p>
Further information	<p>www.dia.govt.nz</p>

NOTE – Certificates of Identity can, in some cases, be issued solely on the basis of a statutory declaration, without corresponding EOI to reinforce the data. Therefore, this document should not be used on its own to verify the holder’s identity.

¹⁷ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

New Zealand Certificate of Identity (issued under the Immigration Act 1987)

Issuing Agency	Department of Labour (Immigration)
Purpose	An identity document issued to people who are not New Zealand citizens and are unable to obtain a passport of their own nationality. A Certificate of Identity is generally issued to refugees or people who have entered New Zealand with no form of documentary evidence on their identity.
Information	Information about a person contained in a Certificate of Identity includes: <ul style="list-style-type: none"> • name of holder • date of birth • country of birth • photo of the individual. Other information in a Certificate of Identity includes: <ul style="list-style-type: none"> • date of issue • Certificate of Identity number.
Document features	A folded card-type document that contains a photograph of the owner.
Validity	Variable, on a case-by-case basis. A Certificate of Identity is normally valid for one or two years.
Issuance process	Certificates of Identity are issued by the Department of Labour (Immigration) and in accordance with policies from the United Nations High Commissioner for Refugees. As a minimum requirement to establish identity, the applicant must sign a statutory declaration. The circumstances surrounding the issue of this document make it difficult to verify their details.
Legislation	Immigration Act 1987.
Standard fit	A Certificate of Identity can be used to meet the requirements of Objective A (that the identity exists), and in part, Objective C (presenting person links to the identity). It provides information on an individual's name, nationality and date and place of birth, and what they should look like. It also indicates that they are not a New Zealand citizen and will either have refugee status or no other form of documentary evidence to prove their identity. The photo inside the Certificate of Identity enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information inside the Certificate of Identity ¹⁸ .
Further information	www.immigration.govt.nz

NOTE – Certificates of Identity can, in some cases, be issued solely on the basis of a statutory declaration, without corresponding EOI to reinforce the data. Therefore, this document should not be used on its own to verify the holder's identity.

¹⁸ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

New Zealand Firearms Licence/Firearms Dealer's Licence

Issuing Agency	New Zealand Police
Purpose	A Firearms Licence allows an individual to have and use various types of firearms. A Firearms Dealer's Licence is for arms dealers who buy, sell or make firearms by way of business.
Information	Information about a person contained on Firearms and Firearms Dealer's Licences includes: <ul style="list-style-type: none"> • given name(s) and family name • date of birth • photo of the individual. Firearms and Firearms Dealers' Licences also contain a licence number.
Document features	Credit-card-size licence that includes a photograph of the owner.
Validity	A Firearms Licence is valid for 10 years unless revoked or surrendered. A Firearms Dealer's Licence is valid for one year.
Issuance process	Applications for a New Zealand Firearms Licence must be made in person at an Arms Office ¹⁹ . The applicant must fill out a 'New Zealand Firearms Licence Application Form' and provide: <ul style="list-style-type: none"> • an old firearms licence (if applicable) • two recent passport-style photos • original documents meeting the current police 'proof of identity point system', which requires applicants to produce original documents totalling 100 points (e.g. a current passport is worth 70 points, and a birth certificate 40 points) • contact details of two referees – one must be the applicant's spouse or next of kin, the other over 20 years of age and not related to the applicant. The applicant must sign the application in front of a Member of the Police, who is also required to fill out a witness section and verify the photo is that of the applicant. The applicant is vetted according to the Firearms Licence Vetting Guide. It verifies the applicant's suitability to possess and use firearms (and places some emphasis on determining their identity). Applicants and all referees are interviewed, with referee questions specific to identity.
Legislation	Arms Act 1983.

¹⁹ An Arms Office is any police station or police office appointed as such by the Commissioner. The Commissioner has declared all police premises to be Arms Offices for the purpose of receiving applications for a firearms licence.

Standard fit	<p>A Firearms Licence or Firearms Dealer’s Licence can be used to meet the requirements of Objective A (that the identity exists), and in part, Objective C (presenting person links to the identity).</p> <p>The Firearms Licence or Firearms Dealer’s Licence provides confirmation of an individual’s name, date of birth and what they should look like.</p> <p>The photo on the Firearms Licence or Firearms Dealer’s Licence enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information on the Firearms Licence or Firearms Dealer’s Licence²⁰.</p>
Further information	www.police.govt.nz

²⁰ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

New Zealand Birth Certificate

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	To provide an official record of births registered in New Zealand.
Information	<p>Contains registered information about an individual's birth, including:</p> <ul style="list-style-type: none"> • given/first name(s) and surname/family name(s)²¹ • gender • still-birth/multiple birth • date and place of birth • information about the parent(s) – given/first name(s) and surname/family name(s); date and place of birth and occupation. <p>NOTE – Information about change of name, adoption and gender reassignment is set out in Appendix C.</p>
Document features	<p>An official birth record is registered information contained within the New Zealand Birth Register, and provides confirmation that a birth occurred in relation to the named individual and their parents.</p> <p>A birth certificate is a printed subset of the birth record.</p>
Validity	A birth certificate has no validity period associated with it.
Issuance process	<p>A <i>Preliminary Notice of Birth</i> is sent to the Registrar²² within five working days of the birth by the hospital, doctor, midwife or occupier of the premises where the birth took place.</p> <p>A <i>Notification of Birth for Registration</i> is sent to the Registrar by the child's parent(s). There is no set time limit, but registrations more than two years after the birth must be referred to Registrar-General.²³</p> <p>Details on the <i>Preliminary Notice of Birth</i> and those on the <i>Notification of Birth for Registration</i> are linked on the Births Registry system. The child's birth record and registration details are now in the system. Registration cannot occur without the notice of birth having been entered.</p> <p>The Birth Register is a public register. As such, any individual can be issued a birth certificate or printout of the birth record, providing the request is in respect of a named individual and that they supply the required information (e.g. the name, date and place details contained on the birth record).</p>
Legislation	Births, Deaths, and Marriages Registration (BDMR) Act 1995. The BDMR Act requires all births in New Zealand to be registered. If applicants claim to have been born in New Zealand but cannot produce their birth certificate ²⁴ or their official birth record cannot be verified, they should be advised to register their birth with Births, Deaths and Marriages (Department of Internal Affairs). ²⁵

²¹ Any New Zealand Birth Certificate issued after the new name has been registered will show both the name registered at birth and all changes of name for that person.

²² "Registrar" means a person for the time being holding office under section 81(1) of the BDMR Act; and includes the Registrar General and every Deputy Registrar-General.

²³ "Registrar-General" means the Registrar-General appointed under section 79(1) of the BDMR Act and includes every Deputy Registrar-General.

²⁴ Except where the applicant's birth record is closed for a particular reason.

²⁵ A small number of individuals are not registered. For example, at 13 October 2003, 220 out of 57,574 births (or 0.38% of the total) were still unregistered from 1998. Births, Deaths and Marriages sends notifications that children need to be registered, but this process is reliant on the parent(s) or guardian(s) supplying the information.

Standard fit	<p>A birth certificate or verification against the birth record can only be used to meet the requirements of Objective A (that the identity exists).</p> <p>The birth certificate should not be used as the sole form of evidence for asserting an individual's identity, as it does not provide any link to the person presenting it (for example, in the way a passport does). Birth certificates contain a warning to the effect that "this certificate is not evidence of the person presenting it".</p>
Further information	www.govt.nz

New Zealand Citizenship Certificate

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	An official government document, issued to people who are granted New Zealand citizenship (either by grant or descent).
Information	<p>Information about a person contained on a Citizenship Certificate includes:</p> <ul style="list-style-type: none"> • name of individual (at time of citizenship grant or registration) • gender • date of birth • place of birth • effective date of citizenship.
Document features	A landscaped A4 size printout of the above information, containing security features.
Validity	There is no validity period associated with a Citizenship Certificate.
Issuance process	<p>To meet the criteria for the issue of a New Zealand citizenship certificate, an individual must:</p> <ul style="list-style-type: none"> • obtain citizenship by descent, or • obtain citizenship by grant. <p>Applicants for citizenship by descent or grant must provide original documentation that establishes their identity. This includes:</p> <ul style="list-style-type: none"> • two identical passport-style photographs (one certified by a witness as a true likeness of the applicant) • birth certificate(s) • passport(s) (from their current country of citizenship) • travel document(s) • marriage certificate(s) (if applicable) • proof of name change (if applicable) • Certificate of Identity (generally from refugees). <p>The individual's identity is determined by combining this information. Details from the application are entered into the citizenship system. Case officers assess applications and, once the grant of citizenship is approved applicants must take an oath or affirmation of allegiance at a Citizenship Ceremony to receive their Citizenship Certificate. This is not a requirement if receiving citizenship by descent and in some other exceptional cases.</p> <p>NOTE – Photos of the applicant are scanned into the system and linked to their file (the photo does not appear on their Citizenship Certificate). The witness who certified the photo is not contacted to verify identity; the photos are used to match those in documentation accompanying the application (e.g. a passport).</p>
Legislation	Citizenship Act 1977.

Standard fit	<p>A Citizenship Certificate can be used to meet Objective A (that the identity exists).</p> <p>It provides confirmation of an individual's name and date and place of birth. Information on the certificate is consistent with original documentation (provided by the applicant for identification purposes).</p> <p>Although a photo of the applicant is kept on the citizenship system, it does not appear on the certificate. This means a Citizenship Certificate should not be used to meet Objective C (presenting person links to identity).</p>
Further information	www.dia.govt.nz

Evidentiary Certificates

These certificates provide confirmation of citizenship and are available for New Zealand born citizens, or where a citizen's details have changed since the issue of the certificate e.g. through a change of name or gender reassignment. These are not common and are issued in the form of an open letter on official letterhead.

New Zealand Death Certificate²⁶

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	To provide an official record of deaths registered in New Zealand.
Information	<p>Contains registered information on an individual's death, including:</p> <ul style="list-style-type: none"> • given/first name(s) and surname/family name(s) • given/first name(s) and surname/family name(s) at birth • date, place and cause(s) of death • name of certifying doctor • date last seen alive by certifying doctor • gender • age and date of birth • place of birth • usual residential address • occupation • date and place of burial/cremation • age of children • parent(s) given/first name(s) and surname/family name(s) • parent(s) given/first name(s) and surname/family name(s) at birth • parent(s) occupation • relationship details of the deceased.
Document features	An official death record is the registered information contained within the New Zealand death registry, and provides confirmation that a death occurred in relation to the named individual and their parents. A Death Certificate is a printed subset of the death record.
Validity	A Death Certificate has no validity period associated with it.
Issuance process	<p>A <i>Notification of Death for Registration</i> is sent to the Registrar²⁷ within three working days after disposal of the body. This form is accompanied by either a <i>Medical Certificate of Causes of Death</i>, a <i>Medical Certificate of Causes of Foetal and Neonatal Death</i>, or an <i>Order for Disposal</i>.</p> <p>The Births, Deaths and Marriages system registers this information and links it to a birth record for births since 1998. Where a match with a birth record has been identified, both files are flagged. If a birth certificate is subsequently issued, the word 'deceased' appears on it.</p> <p>Once the information is registered, anyone can request any named death certificate.</p>
Legislation	<p>Births, Deaths, and Marriages Registration (BDMR) Act 1995.</p> <p>Any government agency that wishes to know if a birth that has been registered was the birth of a person who has since died, or a still-birth, may apply to the Registrar-General²⁸ for information and the Registrar-General is obliged, on payment of the prescribed fee, to have a search undertaken and provide the applicant with the result of that search.</p>

²⁶ The absence of a New Zealand death certificate does not conclusively indicate that an identity is living, rather that an identity has not died in New Zealand.

²⁷ "Registrar" means a person for the time being holding office under section 81(1) of the BDMR Act; and includes the Registrar General and every Deputy Registrar-General.

²⁸ "Registrar-General" means the Registrar-General appointed under section 79(1) of the BDMR Act and includes every Deputy Registrar-General.

Standard fit	<p>A Death Certificate or electronic verification against the Death Register information can only be used to meet the requirements of Objective B (that it is a living identity).</p> <p>Verifying applicant details against death records will help to determine whether an identity has been recorded as deceased. However, having no record that a person has died does not necessarily mean that they are still alive (see note below).</p>
Further information	www.govt.nz

NOTE –

- (1) Death notifications are generated and sent to agencies that Births, Deaths and Marriages has statutory obligations to notify (e.g. Registrar of Electors).
- (2) There are currently no provisions to share death information with foreign death registries, and currently Births, Deaths and Marriages do not access foreign registries to match death and birth information. So there is a potential risk associated with verifying against death records, in that individuals may have died overseas and not be recorded as ‘deceased’ within the New Zealand death register.

New Zealand Driver Licence

Issuing Agency	Land Transport New Zealand
Purpose	A driver licence provides evidence that the individual named and photographed has a licence to drive.
Information	<p>Information about a person contained on a driver licence includes:</p> <ul style="list-style-type: none"> • given name(s) and family name • date of birth • their signature • their address (optional) • photo of the individual. <p>Other information on a driver licence includes:</p> <ul style="list-style-type: none"> • issue and expiry dates • donor indicator (DONOR or blank) • driver licence number • card version number • class of licence • graduated classes/endorsements • class/endorsements for conditions.
Document features	Credit-card-size document with a photograph of the holder and their signature.
Validity	Valid for a period of ten years.
Issuance process	<p>Applications must be made in person to a licensing agent.²⁹ The applicant must fill out the necessary driver licence application and bring with them one form of primary identification, in accordance with EOI requirements specified in Clause 1 'Identification' Land Transport (Driver Licensing) Rule 1999. Forms of primary identification include: New Zealand passport*; New Zealand driver licence or overseas driver licence*, certificate issued under the Citizenship Act 1977 and Firearms Licence*.</p> <p>Applicants must also provide one form of evidence showing their name and address, such as: an account issued in the previous 12 months; a utility (e.g. telephone or power) account issued in the previous six months; or an appropriate form of identification issued within the previous 12 months that includes their address.</p> <p>Customer service representatives process the application and, if applicable, take the applicant's photo and an electronic impression of the signature.</p> <p><i>* Must be current or have expired within the two years prior to the date of application.</i></p>
Legislation	Land Transport Act 1998.

²⁹ A licensing agent is the Director or a person to whom the Director has delegated functions and powers under section 205(2) of the Land Transport Act 1998 in relation to the issuing, renewal and replacement of driver licences.

Standard fit	<p>A New Zealand driver licence on its own can be used to meet Objective E (use of the identity in the community). It can also be used to satisfy, in part, Objective C (presenting person links to the identity), so long as it is considered alongside documents that satisfy Objective A (that the identity exists).</p> <p>A driver licence provides confirmation of an individual’s name and date of birth and what they should look like. It also provides confirmation that the holder is allowed to drive vehicles subject to their licensing classes.</p> <p>The photo on a driver licence enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information on the driver licence³⁰.</p>
Further information	www.ltsa.govt.nz

³⁰ As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

18+ Card

Issuing Agency	Hospitality Association of New Zealand
Purpose	The 18+ Card is used in lieu of a passport or driver licence as proof of age identity to purchase alcohol or gain admittance into licensed premises.
Information	<p>Information about a person contained on an 18+ Card includes:</p> <ul style="list-style-type: none"> • given name(s) and family name • date of birth • their signature • photo of the individual. <p>Other information on an 18+ Card includes:</p> <ul style="list-style-type: none"> • expiry date • card number.
Document features	Credit-card-size document with a photograph of the holder.
Validity	Valid for a period of ten years.
Issuance process	<p>To obtain an 18+ Card applicants must provide a recent passport-style photo and one of the following forms of evidence of identification:</p> <ul style="list-style-type: none"> • NZ passport* • NZ driver licence* • Overseas passport* • Certificate of Identity (issued under the Passports Act 1992)* • Refugee Travel Document.* <p>Or, if applicants use any of the following documents, they must also have an Identifier Statement³¹ completed and photo endorsed.</p> <ul style="list-style-type: none"> • Citizenship Certificate • Certificate of Identity (issued under the Immigration Act 1987)* • A confirmation of residence permit • New Zealand birth certificate • Birth certificate from overseas country containing information equivalent to that contained in a New Zealand birth certificate. <p><i>* Must be current or has expired in the two years prior to the date of application.</i></p> <p>The applicant must also produce one of the following additional forms of evidence confirming the name and address of the applicant:</p> <ul style="list-style-type: none"> • an account statement, issued to the applicant in the 12 months immediately preceding the date of the application, from a bank, building society, credit union, or credit card issuer • a telephone, gas, or electricity account issued to the applicant in the 6 months immediately preceding the date of the application • a letter from an employer or educational institute, which is dated not more than 12 months preceding the date of application and includes the name and address of the applicant.

³¹ To be completed by a person who is over 20 years of age, possesses a current Passport or NZ Driver Licence, and has known the applicant for one year or more. This person is not allowed to be a relative, spouse or partner, or living at the same address as the applicant.

Legislation	Sale of Liquor Act 1989.
Standard fit	<p>An 18+ Card on its own can be used to meet Objective E (use of the identity in the community). It can also be used to satisfy Objective C (presenting person links to identity), as long as it is considered alongside documents that satisfy Objective A (that the identity exists).</p> <p>An 18+ Card provides confirmation of an individual's name and date of birth and what they should look like.</p> <p>The photo on an 18+ Card enables in-person verification – whereby the viewer (e.g. an agency staff member) can establish that the presenter links to the information on the 18+ Card³². For many people, particularly youth, this is the only form of photographic identification that they may have.</p>
Further information	www.hanz.org.nz

³² As long as the person comparing the photo in the passport to the individual standing in front of them is confident that they match.

Community Services Card

Issuing Agency	Ministry of Social Development
Purpose	A document that enables holders to obtain subsidies when visiting the doctor or paying for prescriptions.
Information	<p>Information about a person contained on a Community Services Card includes:</p> <ul style="list-style-type: none"> • given name(s) and family name • the individual's signature (on the back of the card). <p>Other information on a Community Service Card includes:</p> <ul style="list-style-type: none"> • client number • issue and expiry dates.
Document features	A credit-card-type document. It does not contain a photograph of the holder.
Validity	Validity of 3 to 24 months from date of issue, depending on the cardholder's situation.
Issuance process	<p>Applicants must complete an Application for Community Services Card form and provide proof of income and identity to show they are entitled to the Card. First-time applicants are required to have a Proof of Identity section completed by a person who:</p> <ul style="list-style-type: none"> • is over 18 years of age • has known the applicant for at least 12 months • is not a relative • does not live at the same address as the applicant. <p>Applicants not born in New Zealand are required to send a copy of their visa or Citizenship Certificate.</p> <p>Applicant details are checked to confirm eligibility. There are no requirements to provide documentation establishing identity, although processing officers may ask for further information in certain circumstances (e.g. for proof of income).</p>
Legislation	Social Security Act 1964.
Standard fit	A Community Services Card can be used to meet Objective E (use of the identity in the community).
Further information	www.govt.nz

Electoral roll record

Issuing Agency	Ministry of Justice
Purpose	A publicly available publication, by electorate, listing details of everyone who is enrolled to vote at the date the roll is printed.
Information	<p>Information contained in the electoral roll about individuals includes:</p> <ul style="list-style-type: none"> • full name • residential address • occupation. <p>A letter of confirmation of enrolment is posted by the Registrar once the elector has been enrolled.</p> <p>Copies of the electoral roll can be purchased in hard copy .</p>
Document features	See above.
Validity	Prior to major electoral events an enrolment update campaign is undertaken, whereby all registered electors are mailed a copy of their enrolment details and given the opportunity to update them, if necessary.
Issuance process	<p>All eligible electors must enrol as a voter. To qualify, they must:</p> <ul style="list-style-type: none"> • be 18 years of age or older • be a New Zealand citizen or a permanent resident and have lived in New Zealand for 12 months continuously at some stage.
Legislation	Electoral Act 1993.
Standard fit	<p>An electoral roll record can be used to meet Objective E (use of the identity in the community).</p> <p>Agencies can either:</p> <ul style="list-style-type: none"> • verify applicant details against the printed electoral roll • request that the individual supply their confirmation of enrolment letter.
Further information	www.govt.nz

IR number

Issuing Agency	Inland Revenue (IR)
Purpose	A registered number corresponding to an individual or organisation for taxation purposes. All individuals receiving income in New Zealand are required to have an IR number.
Information	Individuals being issued with an IR number for the first time or receiving confirmation of an existing number are issued with a lightweight card that contains their full name and the IR number. Statements from Inland Revenue also contain this information plus their address.
Document features	See above.
Validity	An IR number has no validity period associated with it.
Issuance process	Applicants must complete the appropriate application form and send a photocopy of one of the following documents for identification purposes: <ul style="list-style-type: none"> • Birth certificate • New Zealand passport • 18+ Card • Overseas passport • Certificate of Citizenship • Photo-ID driver licence. Processing officers check name and date of birth information against current data. If there is a match, they send the applicant's previous IR number. A new IR number is issued if there is no match with current data.
Legislation	Tax Administration Act 1994.
Standard fit	An IR card or statement can be used to meet Objective E (use of the identity in the community).
Further information	www.govt.nz

New Zealand Marriage Certificate

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	To provide an official record of marriages registered in New Zealand.
Information	<p>Contains registered information about a couple's marriage at the time of the marriage, including:</p> <ul style="list-style-type: none"> • given/first name(s) and surname/family name(s) of each partner • given/first name(s) and surname/family name(s) at birth of each partner • date and place of birth of each partner • usual occupation of each partner • relationship status • date and location when the marriage was solemnised • usual residential address • parent(s) given/first name(s) and surname/family name(s) for each partner • parent(s) surname/ family name(s) at birth for each partner.
Document features	The marriage record is the registered information pertaining to marriages contained within the marriage register. A Marriage Certificate is a printed subset of the record that provides confirmation that a marriage took place in relation to the bride and bridegroom and their parent(s).
Validity	A Marriage Certificate has no validity period associated with it.
Issuance process	<p>To initiate the process, one of the parties getting married must first complete a <i>Notice of Intended Marriage</i> and sign a statutory declaration on the form.</p> <p>If the individuals are 'legally free' to marry, a <i>Marriage Licence</i> is issued and is valid for three months. During this period the marriage ceremony takes place, and the marriage celebrant returns a copy of the <i>Particulars of Marriage</i> to the Registrar³³ within 10 working days of the ceremony. If the marriage ceremony does not take place during this period, it is recorded that the 'Marriage did not take place'.</p> <p>Department of Internal Affairs staff enter this data on the marriage register once the marriage has taken place.</p> <p>At the time of marriage, the parties are given a copy of the <i>Particulars of Marriage</i> that can be used as an official document to confirm that a marriage took place.</p> <p>Once the information is registered anyone can request a copy of a Marriage Certificate provided they provide baseline details that are contained on the record (e.g. names of parties to the marriage and the date and place of the marriage).</p>
Legislation	Births, Deaths, and Marriages Registration (BDMR) Act 1995.
Standard fit	<p>The Marriage Certificate can be used to prove officially that one partner can use the other partner's surname as her/his own surname. As such, a Marriage Certificate only provides corroborative evidence about the use of a married name.</p> <p>Because the identification of applicants is based upon a statutory declaration and anyone is able to request a named Marriage Certificate, this Certificate should not be used as a primary form of identification.</p>
Further information	www.govt.nz

³³ "Registrar" means a person for the time being holding office under section 81(1) of the BDMR Act; and includes the Registrar General and every Deputy Registrar-General.

New Zealand Civil Union Certificate

Issuing Agency	Department of Internal Affairs (Identity Services)
Purpose	To provide an official record of civil unions registered in New Zealand.
Information	<p>Contains registered information about a couple's civil union at the time of entering the civil union, including:</p> <ul style="list-style-type: none"> • given/first name(s) and surname/family name(s) of each partner • given/first name(s) and surname/family name(s) at birth of each partner • date and place of birth of each partner • usual occupation each partner • relationship status • date and location when the civil union was solemnised • usual residential address • parent(s) given/first name(s) and surname/family name(s) for each partner • parent(s) surname/ family name(s) at birth for each partner.
Document features	The civil union record is the registered information pertaining to the civil union contained within the civil union register. A Civil Union Certificate is a printed subset of the record that provides confirmation that a civil union took place in relation to each partner and their parent(s).
Validity	A Civil Union Certificate has no validity period associated with it.
Issuance process	<p>To initiate the process, one of the parties entering into the civil union must first complete a <i>Notice for Intended Civil Union</i> and sign a statutory declaration.</p> <p>If the individuals are 'legally free' to enter into a civil union, a <i>Civil Union Licence</i> is issued and is valid for three months. During this period the civil union ceremony takes place, and the civil union celebrant returns a copy of the <i>Particulars of Civil Union</i> to the Registrar³⁴ within 10 working days of the ceremony. If the civil union ceremony does not take place during this period, it is recorded that the 'Civil Union did not take place'.</p> <p>Department of Internal Affairs staff enter this data on the civil union register once the civil union has taken place.</p> <p>At the time of the civil union, the parties are given a copy of the <i>Particulars of Civil Union</i> that can be used as an official document to confirm that a civil union took place.</p> <p>Once the information is registered anyone can request any named Civil Union Certificate provided they can provide baseline details that are contained on the record (e.g. names of parties to, and date and place of, the civil union).</p>
Legislation	Civil Union Act 2004.
Standard fit	<p>The Civil Union Certificate can be used to prove officially that one partner can use the other partner's surname as her/his own surname. As such, a Civil Union Certificate only provides supporting evidence about the use of a partner's surname.</p> <p>Because the identification of applicants is based upon a statutory declaration and anyone is able to request a named Civil Union Certificate, there is a risk with using the certificate or corresponding data as a primary form of identification.</p>
Further information	www.govt.nz

³⁴ "Registrar" means a person for the time being holding office under section 81(1) of the BDMR Act; and includes the Registrar General and every Deputy Registrar-General.

Appendix B – EOI ‘Supporting’ documents/records referenced in this Standard

This section has examples of supporting evidence that can be used to meet Objective E of the EOI requirements process, where the individual is unable to provide the relevant documents/records that are specified in Appendix A.

These documents may also, in some cases, be used to verify/provide evidence that an individual lives at a given address.

The examples are not exhaustive and agencies may choose to use alternatives. In doing so, they should assess whether the alternative’s level of identity verification is similar to that of these examples.

Credit cards, bank cards and financial accounts

- These are cards or statements issued to bank account holders that allow them to access funds electronically or outline their account activity.
- Bank cards are issued in the account holder’s name and sometimes include their photo. To open an account at a bank, the customer is required to provide documentation to establish their identity that usually includes:
 - photo ID (eg. driver licence or passport)
 - birth certificate
 - form of address (eg. utility account)
 - proof of income (eg. payslips, bank statement, letter from employer)
 - IR number.
- Accounts are opened on the basis of this information. Generally, there are no verification checks to further identify the customer.

International Driving Permit (issued by the Automobile Association of New Zealand)

- An International Driving Permit (IDP) is an internationally recognised document. It is a translation of a current driver licence. It is not a driver licence in its own right, so the original driver licence must be carried with it.
- An IDP is issued for touring purposes only. The IDP is valid for 12 months from the date of issue. It can only be issued to a full licence holder who is over 18 years of age. It is not available for commercial use. Most countries allow use of an IDP for a maximum of 12 months. Work permit holders and permanent residents may apply for a New Zealand driver licence.

Confirmation of Permit Status

(issued by Department of Labour – Immigration)

- This letter is generally issued to permit holders who have misplaced or lost their permits or to people who may have entered New Zealand as a minor included on their parents' travel documents. Confirmation of Permit Status letters are issued on official letterhead and generally include the individual's customer number, name, date and country of birth, permit number, permit type, date of issue and date of expiration. To obtain a Confirmation of Permit Status an individual must provide either their customer number and/or enough EOI to satisfy the issuing officer.

Steps to Freedom (issued by Department of Corrections)

- Steps to Freedom forms are issued to prisoners upon release to enable them to access financial services from Work and Income. This document is issued under the Social Security Act 1964 and provides identity information about the individual. This information is obtained via the prison service, through the judicial system.
- Work and Income accept the Steps to Freedom form as validating identification. First-time applicants are also required to provide primary identification.

Student identity cards and employee identification cards

- These are cards issued to students or employees of schools/institutions or organisations that are generally used for internal identification purposes. They are similar to a driver licence, with a photo of the person and some biographical data such as their name and date of birth. The card may include a unique identifier, such as a student ID or employee number.
- These cards are generally issued on the basis of student application forms or information provided by employees.

Utility accounts

- These are accounts established with service providers such as telecommunication and energy companies.
- The services these companies provide require regular contact between the customer and the service provider, with statements in document form generated to communicate account details. These statements can be used in some circumstances to illustrate that an individual is a customer of a company, and that they live or have lived at a particular address.
- Identification requirements for individuals to 'open' an account generally involve providing name and address information (particularly for phone and energy accounts, as the service is provided to a particular address). However, this information usually goes unverified against any source until there is an issue with the account.

Appendix C – Change of name, adoption and gender reassignment documents/records referenced in this Standard

Change of name

In order for changes of name for adults or children to be officially recognised, they need to be registered with Births, Deaths and Marriages of the Department of Internal Affairs (Identity Services). This requires completion of a Statutory Declaration (an officially signed and witnessed statement).

If the new name is accepted, it is then registered by Births, Deaths and Marriages. Any New Zealand birth certificate issued after the new name has been registered will show both the name registered at birth and all changes of name for that person. Changes of name by Deed Poll ceased in September 1995.

NOTE – In some countries it is common to advertise a change of name in a prominent nationwide newspaper, and this may be accepted in lieu of an official certificate.

Process for individuals aged over 18

Individuals aged over 18 and born in New Zealand must supply either their:

- New Zealand birth certificate, or
- New Zealand passport (issued in the birth name).

Individuals born outside New Zealand must supply either their:

- Birth certificate, or
- Some other evidence that satisfies the Registrar-General of their date and place of birth, and their name at birth.

Only original documents are accepted, and any translated documents must be accompanied by the original document. If an individual is married or enters into a civil union, a change of name can be noted on the marriage or civil union registration. This is only possible if the marriage or civil union took place in New Zealand.

Process for changing the name of a child

In most circumstances a change of name for a child must be made by the guardians of the child. This usually means both parents, even if they are not married or living together. Even if only one parent has custody, both parents must sign the form. If any other guardians have been appointed, they must also make a Statutory declaration.

If a guardian is not able to sign, the reason why one guardian may need to act alone must be described in the Statutory Declaration. This may be for reasons such as:

- he/she is missing (provide details)
- he/she is dead
- he/she is not known
- is unable to act because of unsound mind or medical condition.

There are some other circumstances where the Family Court may allow one guardian to act alone to change the child's name. Applicants will need papers issued by the Court to support the change of name.

If no guardians are available, a change of name form may be completed by the Chief Executive of the Department of Child, Youth and Family Services.

Guardians fill out different forms depending on the age of child, whether they are born in New Zealand or outside New Zealand and relationship status. For details on this refer to: www.dia.govt.nz

Proof of change/usage of name

Evidence that may be used to confirm use of a partner's surname include:

- New Zealand Marriage Certificate
(issued by Department of Internal Affairs –Identity Services)
- New Zealand Civil Union Certificate
(issued by Department of Internal Affairs –Identity Services)
- Dissolution of a marriage (divorce) papers (issued by the Ministry of Justice)
- Marriage declared void (annulment) papers (issued by the Ministry of Justice).

Applicants must provide the Ministry of Justice with either a birth certificate, passport or driver licence, in conjunction with proof of marriage and proof of address, to file for a divorce or annulment.

Adoption records

When a person is adopted, the original birth record is closed and a new birth record created. The adoptive parents become the legal parents of the adopted person, and the new name given by the adoptive parents becomes the person's new legal name.

In some cases, if a child has been adopted overseas, the adoption may be registered in New Zealand, in a similar fashion to New Zealand adoptions, if the adoption meets certain criteria.

The Adult Adoption Information Act 1985 allows for adopted individuals to find out about their birth parents, and their pre-adoptive identity. A birth certificate issued from that original record must show that it relates to the person's pre-adoptive identity, because that is not the person's current legal identity. That certificate cannot be used for official purposes.

Gender reassignment

Any person aged 18 (or guardians of a child under 18) may apply to a Family Court for a declaration that a birth certificate issued for that person should show a different gender to that which currently appears on their birth registration (or should show a certain gender where that person was born of indeterminate gender), where the Court is satisfied that the person has undergone the necessary treatment for that person to maintain that new identity.

On receipt of such an Order, the Department of Internal Affairs (Identity Services) creates a new post-sex-change registration for the person. The earlier record of the person's birth entry is, in effect, cancelled. The effect of the re-registration is that a new identity is created so that, to all intents and purposes, the person has always been a person of their nominated sex. Any birth certificate(s) issued for the person will show the new sex, and any new names that have been included since the new registration was made, as if those names were the person's names since birth. Section 64(4) of the Births, Deaths, and Marriages Registration (BDMR) Act 1995 provides that such a birth certificate may, by virtue of the serial number it bears, be capable of indicating that sexual assignment/reassignment information has been included on it. However, in practice, this has not been the case.

Access to information relating to a person's identity prior to the registration of sexual assignment or reassignment is restricted. Only the Registrar-General may grant access to such information, and only where satisfied that the person seeking the information is the person to whom the information relates; or that the information is required in connection with the administration of an estate or trust, or by a marriage celebrant or Registrar for the purposes of investigating whether or not the parties to a proposed marriage are a man and a woman (section 77(6) of BDRM Act refers); or where 120 years has passed since the birth of the person to whom the information relates. Otherwise, access can only be granted on the order of a Family Court, a District Court or the High Court for limited purposes (section 77(8) of BDRM Act refers).

In addition, there is provision for the Registrar-General to notify any Government agency that has an interest in ensuring that people do not have more than one identity of details relating to people who have registered gender assignment or reassignment.