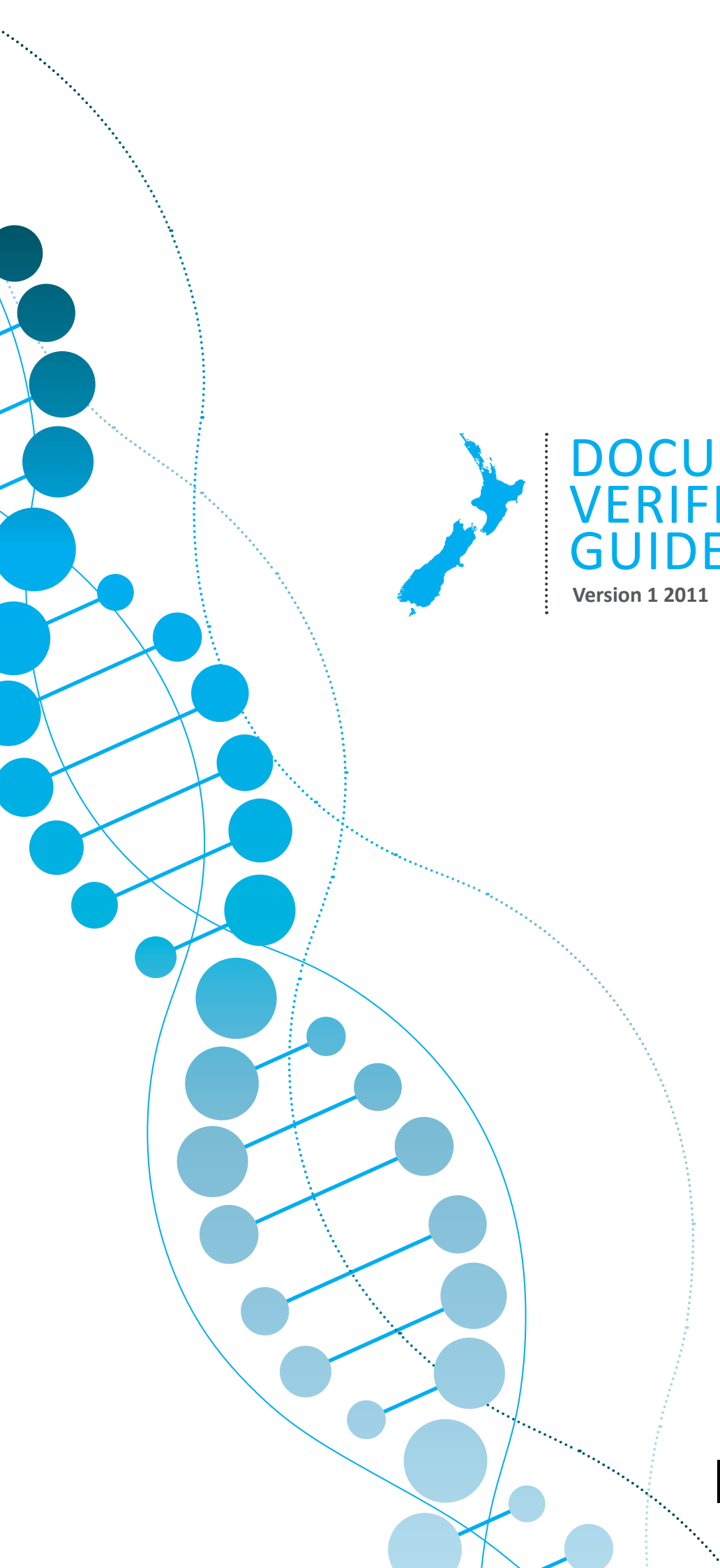




DOCUMENT VERIFICATION GUIDE:

Version 1 2011



FOREWORD:

As the government's authoritative source of identity data for New Zealand citizens, the Department of Internal Affairs plays an important role in assisting organisations to verify customers' identities and prevent identity fraud.

The Department of Internal Affairs has conservatively estimated the financial costs of identity crime to the New Zealand economy at \$136 million to \$204 million per annum, and the costs to public sector agencies at \$22 million to \$33 million. Whether perpetrated by employees, contractors, customers or suppliers, it has significant and often long-term economic and social costs - not only for the organisations themselves, but for those affected through its flow-on effects.

New Zealand does not currently have a single document carried by all residents to prove identity. The majority of the documents included in this Guide are not specifically intended to serve as proof of identity (for example, a New Zealand Passport enables international travel, a birth certificate records a birth).

This Document Verification Guide has been produced to help organisations quickly and accurately verify the authenticity of a number of common documents. This first version covers documents issued by the Department, but it will be expanded to other documents soon, as people use many different documents when proving their identity. This will help prevent identity fraud, which is a serious issue for New Zealand.

The documents included in this Guide are:

- New Zealand Birth Certificate
- New Zealand Citizenship Certificate
- New Zealand Passport.

This Guide will be updated regularly, as documents change frequently. It is recommended that you register for alerts, which will be sent when a new version becomes available. Register by emailing docverify@dia.govt.nz.

GENERAL TIPS TO SPOT A FRAUDULENT DOCUMENT

There are three main types of document fraud, listed in order of likelihood:

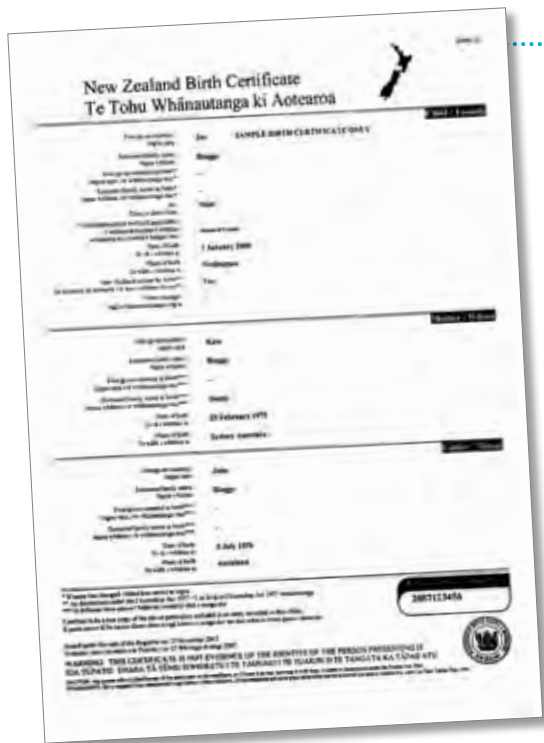
1. Someone uses a genuine document, which may have been lost or stolen, but they are not the person the document refers to (for example, someone alters their appearance to look like the photo on someone else's passport). To target this sort of fraud, you should check more than one document, especially if the document being used does not include a photo (like a birth certificate).
2. A person presents a genuine document that they have altered in some way (for example, changing a photograph or name). Check that the document:
 - looks like the photo on the document factsheet in this Guide
 - is consistent (the names are all the same, the lettering is the same)
 - does not have unusual wear and tear (peeling plastic covering, etc.).
3. Someone presents a completely fake document. Check that the document:
 - looks like the photo on the document factsheet in this Guide
 - is consistent (the names are all the same, the lettering is the same)
 - does not have unusual wear and tear (peeling plastic covering, etc.)
 - feels right (paper thickness and plastic covering).

It is always a good idea, particularly when the potential risk is high, to check more than one document (such as a driver licence and a birth certificate). Ensure the details provided are realistic (for example, the person looks to be the age they claim) and, where possible, verify the information via another source.

For further advice or assistance with identity verification processes email eoistandard@dia.govt.nz.



NEW ZEALAND BIRTH CERTIFICATE VERIFICATION



Quick steps to verify a Birth Certificate

Over the years there have been a number of different designs and layouts of the New Zealand Birth Certificate.

Check for Registrar's seal and/or signature

All Birth Certificates should be stamped with a Registrar's seal, or signed by the Registrar, or have both the Registrar's seal and signature.

Check for watermark

A Birth Certificate issued from 1985 is printed on paper that has a 'block wave watermark' visible when the certificate is held up to the light.

Check registration number

A Birth Certificate issued from 1/10/1999 will have a 10-digit registration number. The first four digits will usually be the year of birth or a subsequent year.

Description of the document:

Purpose

A New Zealand Birth Certificate is an official document containing registered information about a person's birth as at the date of issue. It is not to be used on its own as evidence of identity.

Information

Contains registered information about an individual's birth, including the child's and parent's given names, surnames, date of birth and place of birth. Certificates issued on or after 01/01/2006 will also determine New Zealand citizenship by birth.

Validity

Valid indefinitely.

Versions

Current Birth Certificates are issued in standard and decorative (beach and forest) designs on special A4 portrait paper (see images). There have been a number of different layouts and designs, however all should contain the same information and features listed.

Note, certificates issued from a separate Māori register (1913-1961) will have a Te Reo Māori heading first and English second.



There are currently two choices of decorative Birth Certificates available, depicting a forest or a beach.



CERTIFICATE OF CITIZENSHIP VERIFICATION

Quick steps to verify a citizenship certificate

There are three different types of certificates:

- A New Zealand citizenship certificate – A4 landscape
- Confirmation of New Zealand Citizenship – A4 portrait on speckled brown paper
- Certified Copy of Registration of New Zealand Citizenship by Descent – A4 portrait on cream paper with a bluish hue.

Certificate

Hold up to the light and look for a floral watermark.

Feel the raised security printing around the border.

Check for an embossed seal on the bottom left-hand corner, in the form of a circle with the New Zealand Coat of Arms in the centre and the words 'NEW ZEALAND DEPARTMENT OF INTERNAL AFFAIRS' written around it.

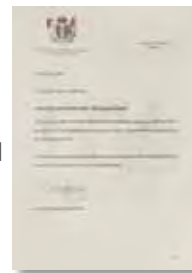
The certificates for citizens by descent are signed (in the bottom left-hand corner), whereas those for citizens by grant are not signed.

Confirmation of New Zealand Citizenship

Check for a New Zealand Coat of Arms printed in the top left-hand corner and a lighter New Zealand Coat of Arms in the centre of the page.

Certified Copy of Registration of New Zealand Citizenship by Descent

Hold up to the light and look for a watermark of horizontal lines 2.5cm apart.



Description of the document:

Purpose

A New Zealand citizenship certificate provides confirmation that the person is a New Zealand citizen either by descent or grant. It is not an identity document, you should check other documents as well. For further information on eligibility criteria for New Zealand citizenship please go to www.dia.govt.nz/new-zealand-citizenship.

Information

The citizenship certificate includes a person's full name, gender, date of birth, place of birth, effective date of citizenship and certificate number.

Validity

Valid indefinitely.

Versions

There are some earlier versions of the citizenship certificate, including different sizes that are smaller than A4, but are landscape.



NEW ZEALAND PASSPORT

Blue cover, photo and personal details inserted on page

VERIFICATION



Quick steps to verify a New Zealand Passport

These points apply to some passports issued until November 2004. They have a dark blue cover embossed with a silver New Zealand crest.

Check the border of the design at the base of the inside back cover for the words 'NEW ZEALAND' in small text.

Check the photo page to see the New Zealand crest embossed in the laminate over the photo, and through to the page behind.

Check the perforated number matches the passport number and begins on page five, continuing to page 48.

The passport identification number should begin with M followed by six numbers. The person's photo is inserted into the book. The personal details are typed on a coloured paper slip, which is inserted and the page is laminated. This type of passport does not include a machine-readable zone of letters and numbers.



Description of the document:

Purpose

The specific purpose of a New Zealand passport is to verify a New Zealand citizen when they travel outside the country. You should check other documents as well.

Information

A passport includes the person's photo, full name, date of birth, place of birth and gender.

Validity

This version of the New Zealand passport is valid for a maximum of ten years.

Where it is valid for a shorter period, there is usually a notation on page four.

Versions

Factsheets for other passport versions are also available, as these differ substantially.

