Identity and Address Verification Form

To meet the requirements under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009, we must verify your identity and residential address.

If you have already provided this information to us, you don't need to complete this section. If you're not sure, please contact us and we can check for you.

There are two ways to verify your identity and address. Please choose one of the options below.

OPTION 1: Verify Electronically

Electronic verification is usually the simpelst way to verify your identity and address.

Please tick the box below to give us consent to verify your details electronically

We'll send you a link from noreply@cloudcheck.co.nz to the device you're using. Follow the prompts to take a photo of yourself. This helps us confirm that you're the person shown on your ID.

To use electronic verification, you'll need a valid New Zealand or Australian passport or driver's license. If we can't verify your identity electronically, you'll need to provide certified documents using **Option 2** below.

☐ **I consent to Smart electronically verifying my identity and address.**

OPTION 2: Provide Certified Documents

If you prefer, you can provide certified copies of documents that verify your identity and residential address. Please post your certified documents to: PO Box 105262, Auckland City 1143.

What is a certified copy?
A certified copy is a photocopy of an original document that has been checked and signed by an authorised person. The person certifying your document must write: "I certify this to be a true copy of the original document" or words to that effect. For an identity document, they must also include the words "and that it represents the identity of [full name]" or words to that effect.

They must also include their:

- Name and occupation
- Date and signature
- Registration number or equivalent, if applicable
- Contact phone number

Who can certify my documents?
If your documents are being certified in New Zealand, the can be certified by one of the following:

- A Justice of the Peace
- A Notary Public
- A registered doctor
- Registrar/Deputy Registrar
- Kaumātua
- Registered Lawyer
- Chartered Accountant

If you're having documents certified overseas, please see one of the below eligible persons:

In Commonwealth country (other than New Zealand):`

- A Judge
- A Commissioner of Oaths
- A notary public
- A Justice of the Peace
- A Commonwealth representative
- A solicitor of the High Court of New Zealand
- Any other person authorised by the law of that country to administer an oath for a judicial proceeding

In any other country outside of the Commonwealth:

- A Commonwealth representative
- A Judge
- A notary public
- A solicitor of the High Court of New Zealand

Important Notes:

- Certified documents may be posted to us or presented physically at the office (Level 15, 45 Queen Street, Auckland).
- Electronic scans can be accepted only if sent directly from the eligible person performing the certification.
- Certifications must be carried out no earlier than three months prior to the date this form is completed.
- The eligible person must be over 16 years of age, must not be related to you and must not live at the same address as you. They must not be involved in the transaction or business requiring certification.

OPTION 2: Provide Certified Documents

What identity documents do I need?

You can verify your identity using one of the following three options.

Option 1: One document from this section

- NZ Passport (Identity Page)
- Overseas Passport (Identity Page)
- NZ Firearms Licence
- NZ Certificate of Identity

Option 2: NZ Driver's Licence PLUS one of the documents from this section

- SuperGold Card
- NZ full Birth Certificate OR Birth Certificate issued by foreign government
- NZ Citizenship Certificate OR Citizen Certificate issued by foreign government
- Bank statement OR IRD letter issued in your name in the last 6 months

Option 3: Kiwi Access (formally 18+) Card PLUS one of the documents from this section

- NZ full Birth Certificate OR Birth Certificate issued by foreign government
- NZ Citizenship Certificate OR Citizen Certificate issued by foreign government

What can I provide as proof of address?

Please provide a document showing your name and current residential address, such as:

- Letter of invoice from utility company
- Bank statement
- Letter from government agency e.g., Inland Revenue, NZ Transport Agency, rates bill, etc.

The documents you provide must be addressed to you, show your address, and be dated within the last 12 months.