

The New Zealand Anglican
Church Pension Board

Verifying your identity

A guide to verifying your identity and residential address

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Important information

Under the Anti-Money Laundering and Countering the Finance of Terrorism Act 2009 we are required to obtain information about your identity and residential address. We cannot accept funds from you, or pay funds to you, until both your identity and your residential address have been verified.

We can identify you one of two ways:

- » electronically; or
- » manually.

Electronic verification

We can verify your identity and physical address electronically. In order for us to complete this option please complete the Identity verification authority on page 2.

Please email or mail to us:

- » The Identity verification authority form
- » A copy of your current NZ Driver Licence or the details page from your current NZ passport or full NZ birth certificate
- » A utility bill, bank statement, rates bill or any other official correspondence showing your name and your physical address. We cannot accept PO box addresses.

Please note: If you have a foreign passport as your identity document you will need to use the manual verification method as we are unable to electronically verify foreign passports at this time.

Manual verification

If you choose to or need to verify your identity manually you will need to supply certified copies of a variety of documents. Please follow the guide located on pages 4-5 to determine which documents you can submit to meet the requirements.

Please mail to us:

- » Your certified identity documents
- » A utility bill, bank statement, rates bill or any other official correspondence showing your name and your physical address. We cannot accept PO box addresses.

Please note: We cannot accept scanned copies of your certified identity documents. You will need to mail us the original copies. Do not send us your actual identity documents.

The New Zealand Anglican Church Pension Board

Identity verification authority

Please complete this authority if you wish us to verify your identity electronically

Guide

If you wish us to verify your identity electronically please provide a copy of one of the following items:

- » Details page from your current New Zealand Passport
- » Current NZ Driver Licence
- » Full NZ Birth Certificate

To verify your physical address we will accept a variety of documents. Please provide a copy of any of the documents listed below showing your name and your physical address. We cannot accept PO Box addresses.

- » Bank account or credit card statement
- » Rates bill
- » Utilities bill
- » Any New Zealand Government Department document or statement; (e.g. Inland Revenue, NZTA, Electoral Office);
- » Tenancy agreement

If we are unable to verify your physical address electronically we can use your vehicle registration number as a back-up. Please supply your vehicle registration number if applicable.

Vehicle registration number

Declaration

I consent to The New Zealand Anglican Church Pension Board using the personal information that I have provided to verify my identity electronically and where necessary disclosing the information to external and independent agencies for the purpose of matching my information with identification information held in third party databases including the Department of Internal Affairs, the New Zealand Transport Authority and White Pages.

Name

Signature

Date

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Please use this guide if you wish to manually verify your identity

If you choose not to have us verify your identity electronically please use this guide to help you confirm your identity and residential address with certified copies of accepted documents.

IMPORTANT - Do not send original documents that confirm your identity such as your passport, only send certified photocopies.

If your name has changed please provide evidence of your name change which links your previous and current names.

If you are unable to supply the documents listed below to verify your identity or physical address please contact us.

Verification of identity

Option 1

A certified copy of a New Zealand or overseas passport showing your name, date of birth, photograph and signature

OR

Option 2

A certified copy of **ONE** of the following:

- » New Zealand driver licence
- » an 18+ card
- » an international driver licence

PLUS a certified copy of **ONE** of the following:

- » New Zealand full birth certificate
- » Overseas birth certificate
- » Certificate of New Zealand or overseas citizenship

OR

Option 3

A certified copy of a New Zealand driver licence

PLUS a certified copy of **ONE** of the following:

- » A credit card, debit card or eftpos card issued by a registered New Zealand bank that contains your name and signature
- » A bank statement issued by a New Zealand registered bank in the previous 12 months
- » A document or statement issued by Inland Revenue or another Government department in the previous 12 months
- » SuperGold card

Verification of residential address

You must provide us with proof of your residential address. Documents used to prove your residential address **DO NOT** need to be certified. Any one of the following documents issued in New Zealand (an original or a photocopy) may be used as proof:

- » Bank account or credit card statement
- » Rates bill
- » Utilities bill
- » Any New Zealand Government Department document or statement; (e.g. Inland Revenue, NZTA, Electoral Office); or
- » Tenancy agreement

Certifying your identity documents

- » All copies of identity documents must be completely legible with clear photos (where applicable).
- » Your documents must also be certified as a true copy of the original by an approved person. Consult the chart to see who can certify your documents.
- » The person certifying your documents must write **"I certify this to be a true copy of the original document and confirm that it represents the identity of (full name)"** then write their name and occupation and date and sign the declaration. They may use their official seal if they have one.
- » A certified document is valid for three months.
- » When certification occurs overseas, copies of international identification provided by a member resident overseas must be certified by a person authorised by law in that country to take statutory declarations or equivalent in the member's country.
- » Persons in New Zealand who may certify your documents are:

- › Minister of Religion
- › Justice of the Peace (JP)
- › Lawyer
- › Notary Public
- › Police Officer
- › Registered Medical Doctor
- › Registered Teacher
- › Chartered Accountant
- › Member of Parliament (MP)
- › Kaumatua
- › Court registrar
- › Chartered accountant
- › Member of Parliament

- » A certifier **cannot**:
 - › be under age 16
 - › be related to you
 - › be your spouse or partner
 - › live at the same address as you
 - › certify their own documents.

Where to send your documents

Send the certified copy of your identity verification and proof of your residential address to:

Funds Administrator
NZACPB
PO Box 12-287
Thorndon
Wellington 6011

We cannot accept scanned copies of the certified identity documents. We require the original certified copy.

04 473 9369
www.acpb.org.nz