

Quick Reference Guide: Acceptable Forms of Identification and Proof of Address

Please read through this quick reference guide when preparing identification and proof of address documentation. Take care to read through the following three key areas as we are unable to accept documentation that does not meet these requirements:

1. Acceptable forms of documentation (identification, proof of address)
2. Certification of documents (specifically noting the certification language on photo identity documents)
3. Who is permitted to certify the documents

1. Acceptable forms of documentation

Identification

Please choose from one of the sets below for evidence of your identification, these need to identify your full name, nationality and date of birth. The identity document should be current and valid. These are the most common forms of identity documents we can accept, if you are not able to provide any of the below documents, please reach out to us to discuss alternatives.

One form of the following primary photographic identification:

New Zealand passport
New Zealand certificate of identity
New Zealand refugee travel document
Emergency travel document
New Zealand firearms licence
Overseas passport or a similar document issued for the purpose of international travel
A national identity card issued for the purpose of identification

OR

Two forms from the following options:

One form of the following primary non-photographic identification:

Birth certificate (New Zealand or overseas)
Citizen certificate (New Zealand or overseas)

AND one form of secondary or supporting form of photographic identification:

New Zealand driver licence
18+ Card (Kiwi access card)
Valid and current international driving permit and a licence from another country with a translation.

Proof of address

Please provide one form of proof of address showing full name and residential address, dated within 3 months, from the following options (Note a P.O. Box cannot be classified as a residential address). These are the most common forms of proof of address documentation we can accept, if you are not able to provide any of the below documents, please reach out to us to discuss alternatives.

Utility bill (e.g. gas, power, fixed phone line)
Bank statements from an active (not closed) account (not issued by HSBC New Zealand)
Overseas drivers license (where issuing jurisdiction has a legal requirement to maintain a current address)
Current insurance policy

Local council rates notice
A tenancy or lease agreement signed by both the tenant(s) and landlord
Correspondence from a government agency containing a unique reference number (such as an IRD number)

2. Certification of documents

If you are not able to provide the original documents in person, a wet ink certified copy of the original documents must be provided. We can also accept a copy of the original documents verified by a HSBC Staff member.

- a) The certifier/HSBC staff member will need to have seen the original documentation.
- b) The certifier must sign and date the copy document (printing their name clearly in capitals underneath) and clearly indicate their position or capacity (as a certifier) on it.
- c) For identity documents with a photo the certifier/HSBC staff member must state that it is a true copy of the original and **represents the identity of the named individual** (or words to similar effect).
- d) For all other documents the certifier/HSBC staff member must state that it is a true copy of the original document.
- e) Certification must have been carried out in the three months preceding the presentation of the copied documents.

3. Suitable certifiers

In New Zealand, a certifier must be a person who is at least 16 years of age and one of the following:

- a) Commonwealth representative (defined as any Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d’Affaires, Head of Mission, Consular Officer, Pro-consul, Trade Commissioner, or Tourist Commissioner of a Commonwealth country (including New Zealand); and includes any person lawfully acting for any such officer; and also includes any diplomatic secretary on the staff of any such Ambassador, High Commissioner, Commissioner, Minister, Counsellor, Chargé d’Affaires, or Head of Mission)
- b) Member of the police
- c) Justice of the peace
- d) Registered medical doctor
- e) Kaumātua (as verified through a reputable source)
- f) Registered teacher
- g) Minister of religion
- h) Lawyer (defined as a person who holds a current practising certificate as a barrister or as a barrister and solicitor)
- i) Notary public
- j) New Zealand Honorary consul
- k) Member of Parliament
- l) Chartered accountant (defined as a member of the New Zealand Institute of Chartered Accountants who, under the rules of the Institute, is entitled to use the designation chartered accountant)
- m) A person who has the legal authority to take statutory declarations or the equivalent in New Zealand

When certification occurs overseas, copies of international identification provided by a customer resident overseas must be certified by a person authorised by law in that country to take statutory declarations or equivalent in the customer’s country. Alternatively they can be verified by a HSBC Staff Member.

Please note, the certifier must not be:

- a) related to the customer; for example, the certifier cannot be their parent, child, brother, sister, aunt, uncle or cousin;
- b) the spouse or partner of the customer;
- c) a person who lives at the same address as the customer;
- d) a person involved in the transaction or employed within the business requiring the certification. (entity/group)