

## **Certifying Documents - Who is a Trusted Referee**

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*If you are in New Zealand*

- 1) A Trusted Referee who must be at least 16 years of age and one of the following:
  - a) Commonwealth representative (as defined in the Oaths and Declarations Act 1957)
  - 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 (as defined in the Lawyers and Conveyancers Act 2006)
  - i) Notary public
  - j) New Zealand Honorary consul
  - k) Member of Parliament
  - l) Chartered accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996)
  - m) A person who has the legal authority to take statutory declarations or the equivalent in New Zealand

*If you are resident overseas*

- 2) Copies of your international identification must be certified by a Notary Public unless you are located in Australia or Singapore.

If you are resident in Australia or Singapore certification by a Notary, a Justice of the Peace or a Solicitor is accepted provided that the Justice of the Peace or Solicitor provides proof of their registration and quotes the following wording

***“I hereby certify that this is a true copy of the original document and represents the identity of the named individual sighted by me.”***

- 3) In addition, the trusted referee must not be:
  - a) related to the customer; for example, a trusted referee 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; or
  - d) a person involved in the transaction or business requiring the certification.
- 4) The trusted referee must sight the original documentary identification, and make a statement to the effect that the documents provided are a true copy and represent the identity of the named individual (link to the presenter).
- 5) Certification must include the name, signature, and the date of certification.
- 6) The trusted referee must specify their capacity to act as a trusted referee from sections 1 (a)-(m) above.
- 7) Certification must have been carried out in the three months preceding the presentation of the copied documents..