



Te Uniana Whakanama Pirihimana

**POLICE HELPING POLICE**

Level 11, 57 Willis Street, PO Box 12344, Wellington 6144, DX SX11257  
Phone: 0800 429 000. Email: [info@policecu.org.nz](mailto:info@policecu.org.nz) Website: [policecu.org.nz](http://policecu.org.nz)

## Identification Guide

The Police and Families Credit Union (the Police Credit Union) must comply with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 ("the Act") which came into effect on 30 June 2013.

All Banks and Credit Unions across New Zealand need to ensure that they comply with the Act.

This means we need to collect extra information to show that we have identified you and any persons acting on your behalf regardless of whether you are a new member or have been with us for many years.

### Please provide

#### Photo Identification

Any one of the following which **must be CURRENT and must be CERTIFIED** as detailed overleaf:

- NZ Driver Licence  
Please copy both sides of your licence before having it certified
- NZ Passport

Or

#### Identification

Any one of the following which **must be current and must be CERTIFIED** as detailed overleaf:

- NZ Certificate of Identity
- NZ Firearms Licence
- Overseas passport
- Full NZ birth certificate
- Certificate of NZ Citizenship
- Birth certificate issued by a foreign government

**AND**

Any one of the following which **must be CURRENT and must be CERTIFIED** as detailed overleaf:

- Kiwi Access Card
- Student Identification

### Plus

#### Proof of Address

We also need a copy of any one of the following documents that must display your name and current residential address and be **no more than 12 months old and which must be CERTIFIED** as detailed overleaf:

- A recent bill from your power / gas / water/ telephone or internet service provider
- A council rates notice or valuation notice
- A statement from any NZ Bank
- An insurance policy
- A letter from the Electoral Office
- A Government Agency issued item which includes your name, address and unique reference identifier
- A letter from your solicitor confirming a recent house purchase
- A tenancy agreement

# Document Certification

1. You must take your original documents plus a copy to your certifier (or in person to the Credit Union).
2. The certifier must sight the original documentation in your presence and certify the copy(s) as detailed below.
3. The certified copy(s) must then be mailed to Police Credit Union at: P O Box 12 344, Wellington, 6144; or DX SX11257. **We regret they CANNOT BE FAXED OR SCANNED AND EMAILED. (While the documents can be copies, the signature of the certifier must be original).**
4. When certification occurs outside of New Zealand, the person certifying the document/s must be authorised by law in that country to take statutory declarations or the equivalent in the Applicant's country.

## Who can be an Authorised Certifier?

### The Authorised Certifier Must:

Be at least 16 years of age and one of the following:

- Constabulary member of the Police
- Justice of the Peace
- Registered medical doctor
- Registered teacher
- Lawyer

### The Authorised Certifier Cannot:

- be related to the Applicant
- be the spouse or partner of the Applicant
- live at the same address as the Applicant
- be a person involved in the transaction or account or entity requiring certification

## What must an Authorised Certifier do?

### Certification Statement

The Authorised Certifier **must** write the following statement on each copy of the original document:

"I certify that this document was presented to me by {the named individual} and is a true copy and represents the identity of {the named individual}"

### Provide Their Details

The Authorised Certifier must write the following on each copy of the original document:

- their name
- their occupation
- their daytime contact number
- the date they certified your document (The document must be dated and provided to the Credit Union within 3 months of it being certified)

along with their signature on each copy of the original document.