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# University of Otago Approved Identity Referees

Please note that when an acceptable identity referee certifies your documents the identity referee must:

1. Sight the original versions of each identity document.
2. Compare the photographic image with the person who has brought the documents to them to confirm they are the same person, or sight another form of photographic identification to confirm that the name on the documents relate to the person in front of them.
3. If a photographic document, on the document copy:
  - **Write:** I certify that this is a true likeness of [title and full name of the person] and that it is a true copy of the original document.
  - Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
4. For other documents that do not include a photo:
  - **Write:** I certify that this is a true copy of the original document.
  - Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
5. Provide their name and contact details and details of how they are qualified as an identity referee (e.g. an official stamp stating their role, or registration number).

*Note: If you have an identity referee verify your documents you will also need to bring your original documents into the University at a later date to complete Identity Verification for a Working with Children check.*

**More information regarding Identification requirements for Children's Act and Police vetting can be found [here](#).**

University approved referees	Definition	Location Check
<b>Chartered Accountant</b>	A person who is a full and current member of the New Zealand Institute of Chartered Accountants and is entitled to use the title "Chartered Accountant" as per the New Zealand Institute of Chartered Accountants Act 1996.	A full and current member must provide their registered number. If unsure about the certification, use this link <a href="#">NZICA - membersearch</a>
<b>Commonwealth Representative</b>	Any Ambassador, High Commissioner, Commission, Minister, Counsellor, Chargé d'Affaires, Head of Mission, Consular Office, Pro-consul, Trade Commissioner or Tourist Commissioner of a Commonwealth country; 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.	Various e.g., <a href="#">New Zealand embassy search</a>
<b>Consulate of New Zealand</b>	An official diplomatic office of New Zealand	<a href="#">New Zealand Ministry of Foreign Affairs &amp; Trade</a>
<b>Honorary Consulate of New Zealand</b>	An official diplomatic representative of New Zealand	<a href="#">New Zealand Ministry of Foreign Affairs &amp; Trade</a>
<b>Justice of the Peace</b>	A person who appointed as a Justice of the Peace under the Justices of the Peace Act 1957	<a href="http://www.jpfed.org.nz/">http://www.jpfed.org.nz/</a>
<b>Lawyer</b>	A person who holds a current practicing certificate as a barrister or as a barrister and solicitor under the Lawyers and Conveyancers Act 2006	<a href="http://www.lawsociety.org.nz">http://www.lawsociety.org.nz</a>
<b>Member of Parliament</b>	An elected representative to Parliament	<a href="http://www.parliament.nz/en/mps-and-electoralates/members-of-parliament/">www.parliament.nz/en/mps-and-electoralates/members-of-parliament/</a>
<b>New Zealand Police Officer</b>	An employee of the Police who holds the office of constable (as defined in section 4 of the Policing Act 2008)	
<b>Notary Public</b>	A notary public within the terms of the relevant jurisdiction	<a href="https://notarypublic.org.nz/">https://notarypublic.org.nz/</a>
<b>Registered Medical Doctor</b>	A health practitioner who is, or is deemed to be, registered with the Medical Council of New Zealand under the Health Practitioners Competence Assurance Act 2003 as a practitioner of the profession of medicine	<a href="http://www.mcnz.org.nz/">http://www.mcnz.org.nz/</a>
<b>Registered Teacher</b>	A teacher with a valid current practicing certificate who is registered with the New Zealand Teachers Council	<a href="https://teachingcouncil.nz/">https://teachingcouncil.nz/</a>
<b>Kaumātua*</b>	An elder within the Maori community	
<b>Minister of Religion*</b>	A person qualified to give religious service. For example, some Acts (e.g. for marriage purposes) define which churches a minister of religion must be affiliated to (but for certification purposes those definitions are not comprehensive)	
<b>Statutory Declarations</b>	A person who has the legal authority to take statutory declarations or the equivalent in New Zealand	<a href="#">NZ legislation</a>

\* The use of a Kaumātua or Minister of Religion should be by exception and only where an applicant is unable to locate a trusted referee from the above list that can be verified against an independent source.