

Photo identification

We have introduced a new step in the procedure for the replacement of authorisation/licence cards. You will need to show us acceptable identification in order for us to confirm your identity.

Why do I have to provide identification?

Requiring identification helps to prevent people obtaining cards fraudulently and to maintain the integrity of our licensing system.

Confirm your identity

When completing an application for the replacement of a lost card you must now present a **certified** copy of either:

- your New Zealand Driver's Licence (current or expired up to two years); **or**
- your New Zealand Passport (current or expired up to two years).

What is a **certified** copy?

A certified copy of a document is one that has been officially declared to be correct. This can be done by taking the original document and a good quality photocopy of it to a lawyer, Justice of the Peace or Court Registrar.

The lawyer, Justice of the Peace, or Registrar will check the photocopy against the original and then sign the photocopy to say they certify it as a true and correct copy of the original.

What if I don't have a Driver's Licence or Passport?

If you do not hold a New Zealand Driver's Licence or Passport, you must provide **certified** copies of one primary document and one secondary document from the tables below. At least one of these documents must include a photograph of you.

Table 1: Primary Documents

Document type	Issuing agency/authority
*Overseas passport (NZ working visa/permit)	Overseas authority
New Zealand Certificate of Identity (issued under the Passports Act 1992)	DIA (Identity Services)
*New Zealand Firearms licence	NZ Police
New Zealand birth certificate issued on or after 1 January 1998 carrying a unique identification number (certified by Justice of the Peace or Court Registrar)	DIA (Identity Services)
New Zealand citizen certificate	DIA (Identity Services)
*These documents can be current or expired up to two years; all other documents must be current.	

Table 2: Supporting Documents

Document type	Issuing agency/authority
18+ card	Hospitality Association of New Zealand
Community services card	Ministry of Social Development (MSD)
Supergold card	MSD
Veteran Supergold card	MSD
New Zealand student photographic identification card	Educational Institution
New Zealand employee photographic identification card	Employer
New Zealand electoral roll record	Enrolment Centre of New Zealand Post
*New Zealand issued utility bill or bank statement	Utility provider or Bank
Overseas driver licence	Overseas licensing authority
Steps to freedom form	Department of Corrections
*These documents must be issued within the last six months; all other documents in this table must be current.	

Declaration for the replacement of a lost authorisation/licence card

This declaration must be signed by either a Justice of the Peace, or a Solicitor, or a Court Registrar. This service is usually free of charge.

I (full name) _____

(Address) of _____

(Occupation) _____ **Authorisation No.** _____

solemnly and sincerely declare that my authorisation/licence card recording my status as a

(insert category) _____

was lost/stolen/damaged on or about the _____ day of _____ (year)_____.

The circumstances were:

The said loss has been reported to the Police at _____

(if lost or stolen it must be reported to the Police and an incident report obtained)

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of applicant

Declared at _____ **this** _____ **day of** _____ **20** _____.

Justice of the Peace/Solicitor/Court Registrar

Certified copy of photo ID attached

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of reissuing an authorisation/licence card. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.