

Section A: Personal details Applicant to complete

This section needs to be completed along with the proof of identity section on Page 2. Refer to the EC10 Completion Guide for further information.

1 Identifying details

Surname or family name: _____

First and middle name(s): _____

Are you known by or have you used any other names?: _____

Title: Mr Mrs Miss Ms Dr Other: _____

Gender: Male Female Date of birth: _____ / _____ / _____

Nationality: _____ Place of birth: _____

NZ driver licence number: _____ Passport number: _____

Completing Section A: Personal details

1 Identifying details

Please complete this section thoroughly. This will ensure we can communicate with you and that the NZ Police can process their check quickly and efficiently. Complete your name in the fields provided. In “other names used”, give any other names by which you have been known, or that appear on any documents that you are attaching to the application, e.g., a maiden name. Birth date and gender are used to make sure we do not mix up your records with those of another person who has the same name. The New Zealand driver licence number and passport number should be given where applicable.

Changes to identity information

If the name on your qualification(s) is different from your legal name or if you have changed your name or identity information since you last applied to the Education Council, you must provide with your application a certified copy of your official name change document.

- Acceptable evidence of changes to identity information is listed in this guide in the table called [Category C: Evidence of changes to identity information](#). See guide notes for [Completing proof of identity](#).
- Please refer to the notes in this guide under the section header [Originals, copies and attachments](#) for specific information on how to certify the documentation needed.
- If there are inconsistencies across the identification documents or identity verification you have provided to the Education Council, you may be asked to provide further information.

Proof of identity Principal, Centre Manager or ITE Head of Programme to complete

This section needs to be completed by a Principal of a school, a Centre Manager of an early childhood centre or an ITE Head of Programme in New Zealand. The identity referee will certify the applicant's identity by completing this section of the form. The applicant is not required to provide any certified copies of the identification documents to the Education Council. *If you are living overseas at the time of completing this form, you will need to contact the Education Council for guidance on how you can meet the requirements for proof of identity.*

Name of applicant (print full name) 

Tick the two forms of identification presented to you in person. The applicant must be the presenter of the documents. One form of identification must be from Category A and one must be from Category B (refer to the table below). At least one of the acceptable forms of identification must be photographic.

Category A	Tick	Category B	Tick
New Zealand Passport	[]	New Zealand Driver Licence	[]
New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	[]	18+ Card (must be current)	[]
New Zealand Certificate of Identity (issued to people who have refugee status)	[]	Community Services Card	[]
New Zealand Refugee Travel Document	[]	Super Gold Card	[]
Emergency Travel Document	[]	Veteran Super Gold Card	[]
New Zealand Firearm Licence	[]	Inland Revenue Number	[]
Overseas Passport (with or without New Zealand immigration visa/permit)	[]	Electoral Roll Records	[]
New Zealand Full Birth Certificate issued on or after 1998	[]	New Zealand utility bill issued not more than six months earlier	[]
New Zealand Citizenship Certificate	[]		

Identification documents presented to you in person by the applicant must be from the list in the above table (one document from Category A and one document from Category B). The documents must be originals, current and not expired and be issued by an authorised agency as outlined in the *Completion Guide*. If applicable, where names or other identity information are different on either document (Category A and B), please confirm you have sighted acceptable evidence of name change (a Marriage Certificate is acceptable but a Particulars of Marriage document is not). See *Completion Guide* for more information and the full list of acceptable identification documents. Please provide details in the spaces below about the identification documents you have verified.

	Document name	Document number	Issue date (if applicable)	Expiry date (if applicable)
Category A				
Category B				
Name change (if applicable)				

Please confirm that you are one of the following (tick one)	Teacher registration number (if applicable)
<input type="checkbox"/> School Principal	
<input type="checkbox"/> ECE Centre Manager	
<input type="checkbox"/> ITE Head of Programme	

Name of identity referee:
(print full name)

Name of learning centre:

Address:

You must apply an official school/centre stamp or seal.

Contact number:

I declare that (identity referee please tick)

I have sighted two forms of identification (one from Category A and one from Category B) **and** I verify that the person in the photo is the person whose name is printed in full above.

Name Change: I have sighted evidence of the name change (if applicable).

Identity referee's signature 

Date

/ /

STAMP

Completing proof of identity section

The Education Council requires the identity referee to be either a School Principal, a Centre Manager of an early childhood education centre or an ITE Head of Programme. The applicant is not required to be employed by the school or ECE centre where the identity referee is employed. To locate the nearest school in your area please visit <http://www.educationcounts.govt.nz/find-school> or an ECE centre in your area <http://www.educationcounts.govt.nz/find-an-els>. *If you are living overseas at the time of completing this form, you will need to contact the Education Council for guidance on how you can meet the requirements for proof of identity.*

The identity referee must:

- verify the two forms of identification required in this section (one from Category A and one from Category B) of which one form of identification must be photographic
- verify that the applicant, who must also be the presenter of the identification documents, is the same person as identified in the document Category A and Category B
- complete all sections of the form and apply the school/centre stamp or seal
- not be related to, or be a partner or spouse to the applicant
- not reside at the same address as the applicant
- be living in New Zealand and have an accessible contact address and telephone number.

Identification verification

- The applicant must provide in person two forms of identification documents to be certified by an acceptable identity referee. These must be original documents.
- They must include one "Primary identification document/record" and one "Secondary identification document record" issued by an approved agency. See Category A and B in the table below.
- One identification document from either category A or B must be photographic or a photo ID.

Category A: Primary identification document/record	Issuing agency
New Zealand Passport	Department of Internal Affairs
New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	Department of Internal Affairs
New Zealand Certificate of Identity (issued to people who have refugee status)	Ministry of Business, Innovation and Employment (Immigration New Zealand)
New Zealand Refugee Travel Document	Department of Internal Affairs
Emergency Travel Document	Department of Internal Affairs
New Zealand Firearm Licence	New Zealand Police
Overseas Passport (with or without New Zealand Immigration visa/permit)	Relevant Authority in country of issue (visa/permit to be issued by Ministry of Business, Innovation and Employment (Immigration New Zealand))
New Zealand Full Birth Certificate issued on or after 1998	Department of Internal Affairs
New Zealand Citizenship Certificate	Department of Internal Affairs
Category B: Secondary identification document/record	Issuing agency
New Zealand Driver Licence	New Zealand Transport Agency
18+ Card	Hotel Association of New Zealand
Community Services Card	Ministry of Social Development
Super Gold Card	Ministry of Social Development
Veteran Super Gold Card	Ministry of Social Development
Inland Revenue Number	Inland Revenue Department
Electoral Roll Records	Ministry of Justice
New Zealand utility bill, issued not more than six months earlier	Power/telephone company

Evidence of name change or other changes to identity information

It is important that the evidence of identity presented to the identity referee covers all identity information provided in the sections of the application form under the headings of *Personal details*, *Applicant declaration* and *Proof of identity*.

If the identity documentation that you provide to the identity referee shows that there is a difference in the name or other aspects in the identity related information that those documents were issued under, you will need to provide to the identity referee evidence from the table below in Category C to verify the difference. For example if the document that you provide to the identity referee from Category A was issued under a name that is different from the name that the document you provide from Category B, you will need to provide a document from Category C that verifies that difference in name for both documents. **Note:** If there are inconsistencies across the identification documents or identity verification you have provided to the Education Council, you may be asked to provide further information.

Category C: Evidence of changes to identity information	Issuing agency
Change of Name by Statutory Declaration	Department of Internal Affairs
Change of Name by Deed Poll	Department of Internal Affairs
New Zealand Change of Name Certificate	Department of Internal Affairs
New Zealand Marriage Certificate (not Particulars of Marriage)	Department of Internal Affairs
New Zealand Civil Union Certificate	Department of Internal Affairs
New Zealand Birth Certificate issued on or after 1998	Department of Internal Affairs
New Zealand Divorce Papers	Ministry of Justice
Certificate of Annulment	Ministry of Justice
Overseas Passport	Relevant authority in the country of issue
Overseas Birth Certificate or Overseas Marriage Certificate	Relevant authority in the country of issue