

How to certify your documents

If you can't visit a TSB branch to share your documents with a TSB employee, you can take a copy in person to a trusted referee to be certified. The certifier must see the original document so they can say it is a true and correct copy of the original, and if it has a photo that it is a true likeness to you. You can then send us the certified copy.

You can use certified copies of documents for up to three months after the date the document was certified.

- **In order for TSB to accept the certified document, the certifier must:**

- Not live at the same address, be the spouse or partner of, or be related to the person named in the document being certified
- Be over 16 years of age
- Not be involved in the transaction or business requiring the certification

- **Or be one of the following types of trusted referees listed below:**

- Chartered Accountant
- Justice of the Peace (JP)*
- Notary Public
- Commonwealth Representative
- Registered teacher
- Lawyer
- Person authorised to take Statutory Declarations
- Registered Medical Doctor
- Member of Parliament
- Honorary consulate/consulate of New Zealand

*JP's often hold public sessions at libraries, community centres and citizens' advice bureaus.

What the certifier must write on each copy

Here is what the certifier must write on each copy of a document.

It's different for photo and non-photo documents:

For photo ID:

*"I, (full name of trusted referee), (type of trusted referee and ID number), certify that this is a true copy of the original and represents the identity of [title and full name of person].
(Signature of trusted referee) (Dated)"*

For other documents (not a photo ID):

*"I, (full name of trusted referee), (type of trusted referee and ID number), confirm this is a certified true copy presented to me as an original.
(Signature of trusted referee) (Dated)"*

They must then sign and date the document underneath the statement.