

Practice note 14 – Revisiting Ministry of Justice Conviction Checks
(To be read in conjunction with practice note 10)

The notary should ascertain whether the applicant requires:

- (a) a notarised true copy of the PDF document provided by the Ministry of Justice; or
- (b) a notarised true copy of the document which includes verification of the source and therefore confirmation of authenticity of the content.

The only way for a notary to certify authenticity of the original PDF document is to obtain prior confirmation of authenticity directly from the Ministry of Justice. Any request for this confirmation is likely to be met by a response from the Ministry that doing so would breach the Privacy Act 2020, and that access would need to be through a third-party request from the individual concerned.

In those circumstances, the notarial applicant will need to request the Ministry of Justice to provide the necessary confirmation of authenticity directly to the notary.