

The New Zealand Society of Notaries

PO Box 77-111

Mt Albert

Auckland

Attaching Identity Documents Not Required

After much discussion within Council, and enquiries of the Faculties Office in terms of English practice, Council advises that it is not necessary to attach copies of identification documents to your Notarial act.

Of course, if the applicant or the end user requires a copy of the identification to be attached or a separate certified copy of it, then we do so. Otherwise, it is up to you if you want to attach the identification to the final document(s). Please be aware there have been instances where documents for the Chinese consular office have been rejected because passport identification was attached. There are no other reported cases. Many notaries consider it best practice to attach identification copies or at least reference the passport number of the applicant to ensure there is a link to the proof of identity you are relying upon.

If you are certifying as to an applicant signing or doing some other act, then the onus is on you to properly identify the person. Best practice is then to retain copies of the identification in your records with the relevant document(s) in the same way as we do for AML/CFT and Landonline.

If you are certifying copies or validating documents not requiring signature the onus is on you to make sure the document is genuine. ID of the person appearing before you is relevant to understanding if the person and documents are bona fide. Best practice is to check with the issuing party or whatever it takes to satisfy yourself.