

1. Always take a copy of the identification, even if that person is not the applicant named on the document.
2. The term “applicants” is used, rather than “clients” to avoid conflict with the Client Care Regulations.
3. If the applying party differs from the applicant named on the document, you must first ensure that the applying party has authority from the applicant.
4. In the case of doubt as to the authenticity of a NZ-issued degree, search the roll of graduates of the relevant institution or, for qualifications conferred on or after July 25th 2018, use the “my eQuals” system.
5. Always retain a copy of the completed document, as part of the record-keeping obligations.
6. There is no one form of certificate precedent used below. A number of different formats have been used. Notaries may adapt one or more to their own preference.