

### Practice note 12– Fingerprint sheets from the NZ Fingerprinting Service

There are two suggested options for notarising the competed fingerprint service template sheets, which are generally completed by the local postmaster, under authority from the NZ Police:

1. Call the issuing [Post Office] agency and confirm that the applicant did attend on the date shown on the certificate. Have the applicant re-sign the form in front of you. Provide in your certificate that (in addition to the usual verification of identity) your enquires have confirmed that the applicant attended at the [Post Office] for fingerprinting on the date shown, that the applicant has re-signed the fingerprint form in your presence and that to the best of your knowledge and belief, the form re-signed by the applicant is the form completed by the NZ Fingerprinting Service at the [Post Office]; or
2. Email a copy of the completed fingerprint form through to the issuing [Post Office] agency and ask for verification of authenticity, on receipt of which you can issue a notarial certificate to the effect that (in addition to the usual verification of identity) you have made enquiries of the issuer, who has verified to you the authenticity of the attached document.