REGISTRATION STANDARD: PROOF OF IDENTITY

DOCUMENTS REQUIRED TO PROVE YOUR IDENTITY

APRIL 2019
Standard
We need to check you are who you say you are. We check this by looking at certified copies of your identity documents.

Evidence requirements
You must supply the following documents:

1. **Passport**
   You must supply a certified copy of the page of your current passport which contains your personal details and a clear photograph of you.

2. **Evidence of registration**
   You must supply certified evidence from all countries and authorities you are/ have been registered with.

3. **Evidence of name change (if applicable)**
   If you have used another name in formal or legal documents, you must supply a certified copy of evidence of a change in name (a marriage certificate, for example).

4. **Photo identification (if applicable)**
   If you are applying for an English language waiver, you must supply a certified copy of an identification document that contains your photograph (other than your passport), for example your driver’s license.

Checklist

- Certified copy of your passport
- Certified copy of evidence of current/ previous registration
- Certified copy of evidence of a name change (if applicable)
- Certified copy of a photo identification document (if applicable)
FAQs

1. **My documents are in a language other than English; do I need to provide a translation?**
   Yes, you must provide a certified copy of the original document as well as an original translation from an official translator via post. The Council's address is Level 5, 22 Willeston Street, Wellington, 6011.

2. **I’m registered in more than one country; do I need to provide multiple pieces of evidence of registration?**
   Yes, you must supply evidence of registration for every country you are/ have been registered in.

3. **Can I be registered in my married name?**
   You will be registered in the name on your passport. If your application is successful, you can change your name when you apply for your annual practicing certificate.

4. **I am married, but I have not changed my name. Do I need to supply a marriage certificate?**
   No, we only require a marriage certificate if you have changed your name.

5. **I was not given a registration certificate by my regulatory authority. What do I do?**
   Registration certificates have different names in different countries (for example, board certificate, professional accreditation certificate, statement of entry). In some countries, regulatory authorities issue a licence in place of a registration certificate.

   Please [contact us](#) for more information if you do not have a registration certificate or a licence from a country where you have worked.

Definitions

**Certified copy** is a photocopy that has been stamped and endorsed by a person who confirms that the copy is a true copy of the original document. A certified copy must be stamped as a true copy of the original by a person authorised by law to make statutory declarations in your country e.g. Justice of the Peace, lawyer, notary public or court official.

**Marriage certificate** is an official document containing information about a person’s marriage.

**Evidence of registration** is an official document issued by a local nursing regulatory authority which confirms that a person’s details have been entered onto the register and this person may practise as a nurse.

Review

Last reviewed: April 2019.

This standard will be reviewed by October 2019.