



KIWI ACCESS

Evidence of age document

What is an evidence of age document?

This card gives you photo ID to prove your age and identity.

This card is issued by Hospitality NZ under the Sale and Supply of Alcohol Act 2012.

What do I need?

You will need:

1. A passport-sized photograph. If you don't have one you can get one taken at selected PostShops (for a fee) when you apply. For store locations go to www.nzpost.co.nz.
2. Proof of your address. Please note a Kiwi Access Card can only be delivered to a New Zealand address.
3. Photo ID to prove who you are, this can be your:
 - Current 18+ Card or Kiwi Access Card
 - Passport
 - New Zealand driver licence
 - Firearms licence
 - Certificate of identity (issued under the Passports Act 1992)
 - Refugee travel document (issued by or for the New Zealand Government)

If you do not have one of these, you can still apply – you need someone who can prove you are over 18 and some other form of identification. See step 5.1 for more information.

When can I apply?

You can apply for your card up to 1 month before you turn 18. You will not get the card until after you have turned 18.

Where do I apply?

You need to take this completed form, \$55, all your identification and proof of address to your nearest PostShop.

You must take your application into the Postshop yourself.

What happens next?

- Keep hold of your receipt until you have received your card.
- NZ Post will send your application to be processed.
- You will get your Kiwi Access Card delivered by courier in about 2 weeks.

What will you do with my personal information?

We only collect the information we need to issue you with a Kiwi Access Card. All of your information will be sent from the PostShop to Hospitality NZ.

Hospitality NZ keeps the information on a database to make sure there are no duplicate Kiwi Access Cards issued. Only people authorised by Hospitality NZ, or the law, to process your application can look up your, or your identifier's, personal information.

You and your identifier have the right to check the information Hospitality NZ holds about you and have it corrected if it is wrong.

Step 1 | Attach a photo of yourself



Attach your colour photo here, face down with a paperclip. Do not staple.

The photo must be less than 12 months old and the same size as a passport photo, about 5cm by 4cm.

The photo must be in focus, with no red-eye or reflected light on the face. The background must be plain and light, but not white, and with no shadows.

It must be a full front view of your face and shoulders. Your head must fill most of the photo. You cannot wear sunglasses or headwear (except for religious or medical reasons).

If you are wearing headwear in your picture for religious or medical reasons, you must provide details below:

OFFICE USE ONLY

Matches ID

Matches applicant

Step 2 | What type of application is this?
I am applying for (tick one):

- ☐ A new card
- ☐ A replacement card because my current card was lost or stolen
- ☐ A renewal because my old card has expired (or will expire in a month)

Number of old card

- ☐ A replacement card because my name has changed

My old name was

Number of old card

Type of document showing name change (like a marriage certificate)

Type of document

Document number

OFFICE USE ONLY

Number matches old card

Number matches old card

Document seen and serial number matches

Step 3 | Give us your details PLEASE PRINT CLEARLY IN BLOCK CAPITALS

Please note a Kiwi Access Card can only be delivered to a New Zealand address.

Family name

Given Name(s)

Date of Birth

Building / Apartment Name

Flat / Apartment Number

Street Number and Name

Suburb

Town

Post Code

Daytime Phone Number

Place of Birth

OFFICE USE ONLY

Name matches ID

Date of Birth matches ID

Address matches proof of address

Step 4 | Proof of where you live I have brought with me (tick one):

- ☐ A statement that is less than 12 months old from a bank, building society, credit union, credit card company or government department.
- ☐ A bill that is less than 6 months old, such as electricity, phone, internet.
- ☐ A letter from my employer or an educational institute that is less than 12 months old.

Step 5 | Proof of who you are

IF YOU DO NOT HAVE AN EXISTING PHOTO ID SKIP THIS STEP AND GO TO STEP 5.1
I have brought with me the ORIGINAL of one of the following (tick one and fill in number):

The ID must be current or have expired less than 2 years ago.

☐ 18+ Card / Kiwi Access Card

Card number

☐ Passport

Passport number

☐ New Zealand Driver Licence

Licence number

☐ Firearms Licence

Licence number

☐ Certificate of identity issued under the Passport Act 1992

Certificate number

☐ Refugee travel document issued by or on behalf of the New Zealand Government

Document number

OFFICE USE ONLY

Document seen

Document number matches

IF YOU DO NOT HAVE ONE OF THE ABOVE GO TO STEP 5.1 - IF YOU HAVE COMPLETED STEP 5 CONTINUE TO STEP 6

IF YOU HAVE PHOTO ID AND HAVE COMPLETED STEP 5 - GO TO STEP 6

Step 5.1 | Proving who you are if you don't have an existing photo ID

You will need one of the types of identification listed below and someone who can identify you

I have brought with me the ORIGINAL of one of the following (tick one and fill in number):

☐ A birth certificate showing my full name (and any changes of name), date of birth, place of birth and my parents' names, ages and places of birth

Registration number

☐ Confirmation of residence permit issued by or on behalf of the New Zealand Government

Document number

☐ Certificate of New Zealand citizenship (or confirmation of citizenship or confirmation of registration of citizenship by descent)

Certificate number

☐ Certificate of identity issued under the Immigration Act 1987 (it must be current or expired less than 2 years ago)

Certificate number



OFFICE USE ONLY

Document seen

Document number matches

Step 5.1 | Continued

CONTINUE TO STEP 6 IF YOU HAVE PHOTO ID AND HAVE COMPLETED STEP 5

IDENTIFIER STATEMENT

This section must be completed by your identifier, not you.

Your identifier also needs to write your name, the date and sign the back of your photo. Your identifier does not need to be present when applying.

Your identifier must:

- be 20 years old or over
- have a current New Zealand passport, New Zealand photo driver licence, 18+ Card or Kiwi Access Card
- have known you for over a year
- be able to state that you are over 18
- not be a relative, spouse, partner or living at the same address as you.

Family name of identifier

Given name(s) of identifier

Identifier's age

Identifier's date of birth

Identifier's daytime phone

Identifier's street address

Suburb

Town

Identifier's postal address (if different)

Type of identification

(tick one)

☐

Current NZ passport

Passport number:

☐

Current NZ driver licence

Driver licence number

☐

Current 18+ Card

18+ card number

I (the identifier) declare that I have personally known the applicant (below) for over 1 year.

Family name of applicant

Given name(s) of applicant

I confirm that he or she is:

- the person in the attached picture
- over 18 years old, or will be in less than a month
- not a relative, spouse, partner and does not live with me.

To the best of my knowledge everything in this application is true.

Signature of identifier

Date signed (dd/mm/yyyy)

On the back of the photograph I have written: ☐ The full name of the applicant ☐ Today's date ☐ My signature



OFFICE USE ONLY

Different from applicant

Over 20?

Completed?

Back of photo completed?

Step 6 | Declaration that you are telling the truth

APPLICANTS MUST COMPLETE THIS SECTION

By signing this form, I declare that the information I have given in this application is, to the best of my knowledge, true, complete and correct.

I understand that if I have provided false information on my Kiwi Access / 18+ Evidence of Age document I can, by law, be fined or imprisoned.

WARNING

I understand that it is an offence against section 257 of the Sale and Supply of Alcohol Act 2012 to:

- misuse an evidence of age document, including selling, hiring or lending it to someone other than the cardholder; and
- use a false evidence of age card; and
- falsify information on a genuine evidence of age document relating to the age or date of birth of the person to whom the document relates.

I understand that if I commit an offence against section 257 of the Sale and Supply of Alcohol Act 2012 I am liable on conviction of a fine up to \$2000.

Signature of Applicant

Date

Step 7 | Checklist for applicant

YOU WILL NEED TO TAKE THESE TO THE POSTSHOP WITH THIS COMPLETED APPLICATION

- ☐ Your original photo ID or your original identification document
- ☐ proof of your address
- ☐ a passport picture of yourself
- ☐ \$55
- ☐ If you are changing your name, the certificate showing your name change

What happens next?

- Keep hold of your receipt until you have received the card.
- NZ Post will send your application to be processed.
- You will get your Kiwi Access Card delivered by courier in about 2 weeks. If you haven't received your card after 2 weeks please contact us, email info@kiwiaccess.co.nz or phone 04 381 9937.

Terms and Conditions:

- If you change your address within the 2 weeks of applying please advise Hospitality NZ by emailing a new proof of address to info@kiwiaccess.co.nz. We will do our best to amend your details.
- If you haven't received your card after two weeks, you must contact Hospitality NZ within 6 months of applying. After this time you will have to apply again, your card will not be reissued.
- No refunds will be given.

STORE STAMP



OFFICE USE ONLY

Declaration completed ☐

Attach copy of receipt ☐



KIWI ACCESS