

KIWIACCESS

Evidence of Age document [®]



What is a Kiwi Access Card?

A Kiwi Access Card is a photo ID card that proves your identity and that you are over 18. This card is issued by Hospitality NZ as an evidence of age document under the Sale and Supply of Alcohol Act 2012.

New Zealand Post 

AA Centre 

What do I need to complete this application?

- Two (2) identical recent passport sized colour photos of yourself.
- Proof of the address you want your card delivered to.
- 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 6 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 can apply at a participating NZ PostShop or AA Centre. You must take your completed application in to the store **yourself**, along with your photos and identification. Go to nzpost.co.nz or locations.aa.co.nz to find a participating store.

What happens next?

Keep hold of your receipt until you have received your card. Your application will be sent 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 collect personal information about you (and your identifier) in this form, such as your names, dates of birth and addresses so we can issue you with a Kiwi Access Card. Applying for a Kiwi Access Card is optional. We only ask for the information that we need in order to issue you with a Kiwi Access Card. Although you do not have to give us all the information requested in this form, we will be unable to issue you with a Kiwi Access Card if you do not fully complete the form.

Our online Privacy Notice tells you how we collect, use, share and keep your personal information safe. It also has information about how you can access your personal information that we hold, and your right to ask for it to be corrected if you think it is incorrect. To see our Privacy Notice go to www.kiwiaccess.co.nz

For more information check our website, www.kiwiaccess.co.nz, phone 04 381 9937, or email info@kiwiaccess.co.nz

Step 1 – Type of Application (tick only one of the below and write in the number where requested)

New

Replacement – Current card lost or stolen

Replacement – Expired. Number of expired card

Replacement – because my name has changed

Previous name

Card number

Document type showing name has changed

Document number

New card – but my name has changed and I don't have any ID in my changed name.

Document type showing name change

Document number

Store use only

Number matches old card

Number matches old card

Document seen

Document number matches

Step 2 – Photo

If you have existing photo ID (see step 5) **you** will need to write your name on the back of one of your photos.

If you do not have existing photo ID (see step 6) **your identifier** must write your name, today's date and their signature on the back of one of the photos.

- Your photo needs to be taken within the last 12 months.
- Must be in focus, with no red-eye or reflected light on the face.
- The background must be plain and light, and with no shadows.
- It must be a full front view of your face and shoulders.
- Your head must be centred with a clear gap around the sides, top and bottom of the head.
- Your photo must be printed on photo quality paper, in colour.
- 35mm x 45mm in dimension.
- No selfies.

Do not:
staple, glue or paperclip photos to the application as this may cause damage

We recommend you get your photo taken professionally. (Check out your local pharmacy, NZ PostShop, AA Centre, photographer/ photo printer)

- You cannot wear dark glasses, 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 in the field below:

Step 3 – Your details

Please ensure your name is spelt exactly as it is on your proof of who you are **IN CAPITALS** (see step 5 or step 6).

Write your first and middle names

Write your surname or family name

Write your date of birth

Write your age

Write your place of birth:

City or town you were born in

Country you were born in

Store use only

- Name matches ID
- Date of birth matches ID

Step 4 – Where do you want your card delivered to?

Write the address below:

Building / Apartment Name Unit and / or house number

Street name

Suburb City or town

Postcode NZ contact phone number

Email address

Please provide proof that this is a valid New Zealand address to ensure delivery. This can be a statement, letter or bill from a business or organisation **but does not need to have your name on it.**
To check if your address is valid go to www.nzpost.co.nz/tools/address-postcode-finder

Proof of address provided

Step 5 – Proof of who you are

If you **do not** have an existing photo ID skip this step and go to step 6

I have brought with me the ORIGINAL of one of the following (tick one and write in the number):
All ID must be current or less than 2 years expired.

- 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

Store use only

- Document seen
- Document number matches

If you do not have one of the above go to step 6 - if you have completed step 5 go to step 8

If you have completed step 5 - go to step 8

Step 6 – 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 write in the document number):

- A birth certificate showing my full 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

Store use only

Document seen

Document number matches

If you have completed step 5 - go to step 8

Step 7 – IDENTIFIER STATEMENT

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

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

Tick the boxes below to make sure you can be an identifier:

- I hold a current NZ Passport, NZ Photo Driver Licence, 18+ Card or Kiwi Access Card
- The applicant is not related to me or part of my extended family group
- The applicant is not my spouse or partner
- We do not live at the same address
- I am 20 years old or over
- I have known the applicant for 12 months or more

Write your first and middle names

Write your surname or family name

Write your date of birth

Write your age

Identifier's name is not applicant

Identifier is over 20 years old

Write your address and contact details below:

Building / Apartment Name

Unit and / or house number

Street name

Suburb

City or town

Postcode

Contact phone number

Type of ID (tick one) NZ Passport NZ Photo Driver Licence 18+ Card or Kiwi Access Card

Write your ID number here

Write how many years you have known the applicant

I confirm that:

- I am over 20
- I have known the applicant for 12 months or more
- The information I have given is complete and correct to the best of my knowledge
- The person in the photo provided is the person named in step 3
- I have written the name of the applicant, put today's date and signed on the back of one of the photos provided
- I understand that if I have provided false information I can by law be fined or imprisoned.

Identifier's address is different to applicant

All fields completed

Back of photo signed and dated, with the name of the applicant

It is an offence against section 257 of the Sale and Supply of Alcohol Act to falsify information relating to the age or date of birth of the person to whom this document relates.

Signature of identifier

Date

Applicant must complete this section

Step 8 – Declaration that you are telling the truth

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

DD / MM / YYYY

Step 9 – Checklist for the applicant

You will need to take these with you:

- This completed application form.
- Your original photo ID, OR your original identification document (this needs to be seen by the NZ PostShop or AA but will not be sent with this application).
- Two passport sized photographs of yourself.
- \$55.
- Proof of valid delivery address.
- If you have changed your name, the document showing your name change (see step 1.)

What happens next?

- Your application and photographs will be sent to be processed.
- Keep hold of your receipt until you have received the card.
- 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. It is not a signature required courier.

Terms and Conditions:

By submitting this application you agree to the terms and conditions below:

- If you change your address before your card has been sent to you, please contact Kiwi Access Helpdesk by emailing your new address details to info@kiwiaccess.co.nz. We will do our best to ensure delivery to your new address. If your card has been sent, you may be able to arrange a redirection with CourierPost. Please contact Kiwi Access Helpdesk to discuss this option.
- If you haven't received your card after two weeks, you must contact the Kiwi Access Helpdesk within 6 months of applying. After this time you will have to apply again, your card will not be reissued.
- If you haven't received your card, but CourierPost has marked as delivered, you will need to contact CourierPost yourself to follow up on your delivery. You will need to contact Kiwi Access Helpdesk for your courier tracking information.
- If there is an issue with your card and we are at fault, we will endeavour to correct the issue and replace your card. If the fault was caused by incorrect information being provided by you at the time of applying, we are unable to provide a replacement and you will need to apply again.
- No refunds will be given.

Store stamp

Store use only

- Declaration completed
- Attach copy of receipt to back page only

KIWIACCESS



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