KIWI ACCESS

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 New Zealand as an evidence of age document under the Sale and Supply of Alcohol Act 2012.

NZPost

AA Centre

What do I need to complete this application?

- Two (2) identical passport sized colour photos of yourself taken within the last 12 months.
- Proof of a valid New Zealand address that you want your card delivered to. 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*

- One Original Photo ID to prove who you are, this can be your:
  - Current 18+ Card or Kiwi Access Card
  - Passport
  - New Zealand Driver Licence
  - New Zealand 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 forms of Photo ID , you can still apply with a Non-Photo ID (go to Step 4b) and an identifier who can prove you are over 18 years old (go to Step 5).

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 Post Shop or AA Centre. Go to kiwiaccess.co.nz "Where to Apply" to find a local NZ Post Shop or AA Centre. If applying in store, you must take the application in yourself. Go to www.kiwiaccess.co.nz to apply online.

What happens next?

Keep hold of your receipt until you have received your card.

You will get your Kiwi Access Card delivered by standard post in about 20 business days depending on mail distribution. This may be longer if the application is not completed accurately or if handwriting is not clear.

How can I contact Kiwi Access?

You can contact Kiwi Access on phone or email at the following:

- phone 0800 375 583 Monday to Friday, 10am-3pm (excluding public holidays)
- email kiwiaccessinfo@eslltd.zendesk.com
- FAQs are found on the Kiwi Access website at kiwiaccess.co.nz

What will you do with my personal information?

Before we can issue you a Kiwi Access Card, we need to collect the personal information about you (and your Identifier in this form, such as your names, dates of birth and addresses. If you do not fully complete this form, we will not be able to issue you with a Kiwi Access Card. Our online Kiwi Access Card Privacy Statement tells you how we collect, use, share and keep your personal information safe. It also has information about accessing your personal information that we hold, and about asking for it to be corrected if you think it is incorrect. Kiwi Access reserves the right to destroy/delete its records (including this application), if/when it believes it is no longer required to keep those records, having regard to why Kiwi Access applications are made and to the Kiwi Access Card Privacy Statement.

To see the Kiwi Access Card Privacy Statement go to www.kiwiaccess.co.nz/privacy-statement/ or contact Kiwi Access (phone 0800 375 583, or email kiwiaccessinfo@eslltd.zendesk.com) and we will send you a copy.

All Steps 1 - 4 are compulsory

Step 1 – Photos

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

Attach with:
Double-sided tape or sticky dots

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

If you have Photo ID clearly write your name on a sticker and apply it to the back of the photo.

If you have Non-Photo ID your Identifier must clearly write your name, date and sign a sticker and apply it to the back of the photo.

Store use only
- ○ Photo matches the customer in store
- ○ Photo is NOT stapled, glued or paper-clipped to application
- ○ Identifier has dated and signed the sticker applied to the photo (If applicable)

Step 2 – Your Details

Please ensure your name is written CLEARLY and in CAPITALS. This will be the name printed on your card.

Name

Write your first and middle name (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23)

Write your surname or family name (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19)

If either first and middle names OR surname are longer than 23 characters, go to Your Details - Name on page 3.

Date of Birth

Write your date of birth DD / MM / YYYY

Write your age Y Y M M

Less than 17 & 11 months not applicable. Refer to "When can I apply?"on Page 1.

Store use only
- ○ Names match ID Document
- ○ Date of birth matches ID
- ○ Age is at least 17 years 11 months

My name has changed – Only complete if your name has changed

I have brought with me the **ORIGINAL** Name Changing document (tick **one** and write in the document number)

○ Name changed by Marriage/Civil Union ○ Name formally changed ○ Other

Document Number

Store use only
- ○ Name matches name change document
- ○ Document number matches
- ○ Document returned to customer

Step 3 – Where do you want your card delivered to?

***required fields**

Company / Building Name *

Unit / Flat / Apartment Number *

Street Number and Name * EG 21 SMITH STREET

Suburb *

City or town *

Postcode * NZ contact phone number *

Email address *

Store use only
- ○ Proof of address provided
- ○ Document returned to customer
- ○ Completed by AA
- ○ Completed by NZ Post

Step 4 – Proof of who you are - Please complete 4a OR 4b

a) If you have a Photo ID

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.

○ Kiwi Access / 18+ Card	○ Passport	○ New Zealand Driver Licence	○ New Zealand Firearms Licence	○ Certificate of Identity Issued under the Passport Act **1992**	○ Refugee Travel Document Issued by New Zealand Government
Card Number	Passport Number	Licence Number	Licence Number	Certificate Number	Document Number

Please go to Step 6

b) If you have a Non-Photo ID

○ Birth Certificate showing full name, date of birth, place of birth and my parents names, ages, and places of birth	○ Confirmation of Residence Permit Issued by New Zealand Government	○ Certificate of NZ Citizenship Or confirmation of citizenship by descent	○ Certificate of Identity Issued under the Immigration Act **1987**
Registration Number	Document Number	Certificate Number	Certificate Number

Please go to Step 5 and complete the Identifier Statement

Store use only
- ○ Original Document seen
- ○ Document number matches
- ○ Document returned to customer

Photo Criteria

If you have existing Photo ID (see step 4a) 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 4b) your Identifier must write your name, today's date and their signature on the back of one of the photos.

- Your photos need to be taken within the last 12 months.
- Must be in focus with no red-eye or reflected light on your face.
- The background must be plain and light, and with no shadows.
- It must be a full front view of your face and shoulders.
- You cannot wear dark glasses, sunglasses or headwear (except for religious or medical reasons).
- Your head must be centred with a clear gap around the sides, top and bottom of the head to allow us to print the card.
- Your photo must be printed on photo quality paper, in colour.
- 35mm x 45mm in dimension.
- No selfies.

Your Details - Name

If either your first and middle names OR your surname are longer than the character spaces provided (including spaces and hyphens), we recommend you use your first name, the first letter(s) of your middle name(s) and your surname. If you need more information, please go to the **How can I contact Kiwi Access on page 1.**

If the name you provide exceeds the number of characters in the boxes provided, your name on your card will be shortened.

If you have completed Step 4a please go to Step 6
If you have completed Step 4b please complete Step 5

Step 5 – Identifier Statement

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

Your Identifier needs to clearly write your name, the date and sign a white sticker and apply it to the back of one of your photos. **Your Identifier does not need to be present when applying for the Kiwi Access Card.**

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 can confirm the applicant is over 18 years old
- ○ I have known the applicant for 12 months or more

Write your first and middle name

Write your surname or family name

Write your date of birth DD / MM / YYYY

Write your age Y Y

○ Identifier's name is not applicant

○ Identifier is over 20 years old

Write your address and contact details below:

Building 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 20 years old or over.
- ○ 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 confirmed the name of the applicant, dated and signed a sticker, and applied it to the back of one of the photos provided. I have done this carefully to avoid damage to the photo.
- ○ I understand that if I have provided false information I can by law be fined or imprisoned.

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 DD / MM / YYYY

○ All Identifier fields completed

○ Sticker applied to back of photo with signature, date and name

Special Terms and Conditions

- The terms and conditions in this application are valid on the day that this form is provided by Kiwi Access to a potential applicant. Beyond that, the terms and conditions in this application (including price) are potentially subject to change.
- If you change your address before your card has been sent to you, you must contact the Kiwi Access Helpdesk (for example, by emailing your new address details to kiwiaccessinfo@eslltd.zendesk.com). We will do our best to ensure delivery to your new address. However, if your card has been dispatched and is on the way, you will need to contact NZ Post yourself to arrange a redirection.
- Please contact the Kiwi Access Helpdesk for your courier tracking information.
- If you haven't received your card after 20 business days, 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 there is an issue with your card and we are at fault, we will endeavour to correct the issue and replace your card, provided you bring this to our attention within 6 months of the application date. If the fault was caused by incorrect information being provided by you at the time of applying, we are unable to reissue a new card and you will need to apply again.
- Kiwi Access has the right to decline an application for a Kiwi Access Card, including when the application is received more than 6 months after it was signed by the applicant.
- Kiwi Access has the right to contact the applicant's Identifier, to confirm the applicant's details.
- Applicants must reside in New Zealand at the time of application. Cards cannot be posted outside of New Zealand.
- No refunds will be given.

Step 6 - Privacy Acknowledgement (please read carefully and sign and date to confirm)

I have read and I agree to the Kiwi Access Card Privacy Statement referred to on Page 1, available at the Kiwi Access website at www.kiwiaccess.co.nz/privacy-statement/ or obtained from Kiwi Access (phone 0800 375 583, or email kiwiaccessinfo@eslltd.zendesk.com).

Sign & Date:

Signature of applicant _____ Date DD / MM / YYYY

Step 7 - Declaration by the applicant (please read carefully and sign and date to confirm)

I have read and agree to the conditions of this application, including the Special Terms and Conditions above.

I understand that if I have provided false information on my Kiwi Access Evidence of Age document I could be prosecuted (charges that could result in a fine or imprisonment).

I understand that it is an offence against section 257 of the Sale and Supply of Alcohol Act 2012 (with liability on conviction of a fine up to $2000) to:

- **misuse an evidence of age document, including selling, hiring or lending it to someone other than the cardholder;**
- **present a false evidence of age card, or someone else's evidence of age card, at a licensed premises; or**
- **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.**

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

Sign & Date:

Signature of applicant _____ Date DD / MM / YYYY

Checklist for the applicant

Applicant will need to take these with them when submitting the application:

- ○ This completed application form.
- ○ Your original Photo ID, OR your original identification document (this needs to be seen by the NZ Post Shop or AA but will not be sent with this application).
- ○ Two passport sized photographs of yourself that meet all requirements in the Photo Criteria on page 3.
- ○ $75.
- ○ Proof of valid delivery address.
- ○ If you have changed your name, the original document showing your name change (see Step 2).

Store stamp

Store use only

- ○ Step 6 & 7 signed and dated
- ○ Date of Declaration is within 6 months
- ○ Attach copy of receipt to back page
- ○ All applicable Store use checks are complete

KIWI ACCESS Hospitality NEW ZEALAND NZPost AA Centre AA